Alaska Department of Fish and Game Statewide Saltwater Guided Sport Fishing Logbook Reporting Program, 2015–2017

by

Bob Powers

Symbols and Abbreviations

The following symbols and abbreviations, and others approved for the Système International d'Unités (SI), are used without definition in the following reports by the Divisions of Sport Fish and of Commercial Fisheries: Fishery Manuscripts, Fishery Data Series Reports, Fishery Management Reports, and Special Publications. All others, including deviations from definitions listed below, are noted in the text at first mention, as well as in the titles or footnotes of tables, and in figure or figure captions.

Weights and measures (metric)

centimeter	cm
deciliter	dL
gram	g
hectare	ha
kilogram	kg
kilometer	km
liter	L
meter	m
milliliter	mL
millimeter	mm

Weights and measures (English)

cubic feet per second	ft^3/s
foot	ft
gallon	gal
inch	in
mile	mi
nautical mile	nmi
ounce	oz
pound	lb
quart	qt
yard	yd

Time and temperature

day	d
degrees Celsius	°C
degrees Fahrenheit	°F
degrees kelvin	K
hour	h
minute	min
second	s

Physics and chemistry

all atomic symbols	
alternating current	AC
ampere	A
calorie	cal
direct current	DC
hertz	Hz
horsepower	hp
hydrogen ion activity (negative log of)	pH
parts per million	ppm
parts per thousand	ppt, ‰
volts	V
watts	W

General

Alaska Administrative Code	AAC
all commonly accepted abbreviations	e.g., Mr., Mrs., AM, PM, etc.
all commonly accepted professional titles	e.g., Dr., Ph.D., R.N., etc.
at	@
compass directions:	
east	E
north	N
south	S
west	W
copyright	©
corporate suffixes:	
Company	Co.
Corporation	Corp.
Incorporated	Inc.
Limited	Ltd.
District of Columbia	D.C.
et alii (and others)	et al.
et cetera (and so forth)	etc.
exempli gratia (for example)	e.g.
Federal Information Code	FIC
id est (that is)	i.e.
latitude or longitude	lat or long
monetary symbols (U.S.)	$, ¢
months (tables and figures): first three letters	Jan,...,Dec
registered trademark	®
trademark	™
United States (adjective)	U.S.
United States of America (noun)	USA
U.S.C.	United States Code
U.S. state	use two-letter abbreviations (e.g., AK, WA)

Mathematics, statistics

all standard mathematical signs, symbols and abbreviations

alternate hypothesis	H_A
base of natural logarithm	e
catch per unit effort	CPUE
coefficient of variation	CV
common test statistics	$(F, t, \chi^2, \text{etc.})$
confidence interval	CI
correlation coefficient (multiple)	R
correlation coefficient (simple)	r
covariance	cov
degree (angular)	°
degrees of freedom	df
expected value	E
greater than	>
greater than or equal to	≥
harvest per unit effort	HPUE
less than	<
less than or equal to	≤
logarithm (natural)	ln
logarithm (base 10)	log
logarithm (specify base)	$\log_2$, etc.
minute (angular)	'
not significant	NS
null hypothesis	H_O
percent	%
probability	P
probability of a type I error (rejection of the null hypothesis when true)	α
probability of a type II error (acceptance of the null hypothesis when false)	β
second (angular)	"
standard deviation	SD
standard error	SE
variance	
population	Var
sample	var

REGIONAL OPERATIONAL PLAN SF.4A.2015.09

ALASKA DEPARTMENT OF FISH AND GAME STATEWIDE SALTWATER GUIDED SPORT FISHING LOGBOOK REPORTING PROGRAM, 2015–2017

by

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SIGNATURE/TITLE PAGE

Project Title: Alaska Department of Fish and Game statewide saltwater guided sport fishing logbook reporting program, 2015 - 2017

Project leader(s):   Bob Powers, Program Coordinator

Division, Region and Area   *Division of Sport Fish, Research and Technical Services, Anchorage*

Project Nomenclature:

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Approval

Title	Name	Signature	Date
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ABSTRACT

The Alaska sport fishing guide industry has experienced steady expansion and growth in recent years causing concern among users, the industry, and resource management agencies. As a result, the Alaska Department of Fish and Game (ADF&G) Division of Sport Fish initiated a program that would provide information on the number of sport fishing guides and their operations in Alaska via a saltwater logbook. The Division of Sport Fish – Research and Technical Services (RTS), has operated a program to collect information on sport fish participation and harvest by saltwater charter vessel clients and crew in a saltwater logbook since 1998. The daily recording of information by saltwater sport fish charter businesses and their guides is required by state regulation AS 16.40.280.

In February 1998 the Board of Fish (BOF) adopted regulations requiring logbooks for saltwater charter vessels statewide. The BOF took this action to meet several information needs including: 1) in season estimates of Southeast sport charter harvest of Chinook salmon, 2) individual charter vessel identification, 3) effort and harvest information beyond that obtained through the household-based statewide sport fish survey and on-site creel surveys, 4) North Pacific Fishery Management Council (NPFMC) data needs in relation to allocation of halibut, and 5) BOF needs in deliberation of regulatory and local area management plan proposals.

Keywords: Sport fishing; guide industry; saltwater logbook; participation; effort; harvest; saltwater vessels; Pacific halibut; salmon; bottomfish; Southeast Alaska; Southcentral Alaska.

INTRODUCTION

The Alaska sport fishing guide industry has experienced steady expansion and growth in recent years causing concern among users, the industry, and resource management agencies. As a result, the Alaska Department of Fish and Game (ADF&G) Division of Sport Fish initiated a program that would provide information on the number of sport fishing guides and their operations in Alaska via a saltwater logbook. The Division of Sport Fish – Research and Technical Services (RTS), has operated a program to collect information on sport fish participation and harvest by saltwater charter vessel clients and crew in a saltwater logbook since 1998. The daily recording of information by saltwater sport fish charter businesses and their guides is required by state regulation AS 16.40.280.

In February 1998 the Board of Fish (BOF) adopted regulations requiring logbooks for saltwater charter vessels statewide. The BOF took this action to meet several information needs including: 1) in season estimates of Southeast sport charter harvest of Chinook salmon, 2) individual charter vessel identification, 3) effort and harvest information beyond that obtained through the household-based statewide sport fish survey and on-site creel surveys, 4) North Pacific Fishery Management Council (NPFMC) data needs in relation to allocation of halibut, and 5) BOF needs in deliberation of regulatory and local area management plan proposals.

The NPFMC continues to address a proposal to limit the guided sport halibut harvest because growth in this fishery is allocating resources away from the individual fishing quota (IFQ) commercial longline fishery, and because of concerns in some areas about exploitation of the longline fleet and the potential for localized depletion of the halibut resource. The NPFMC endorsed a two-prong approach to resolve the perceived impacts of increased guided charter halibut fishing. The first was establishment of guideline harvest limits (GHL) for the International Pacific Halibut Commission (IPHC) areas 2C and 3A for halibut charter fisheries and the second was a process to establish local area management plans for coastal communities[1].

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[1]   IPHC area 2C includes water off Alaska that are east of a line running 340° true from Cape Spencer Light (58° 11' 54" N. latitude, 136° 38' 24" W. longitude) and south and east of a line running 205° true from aid light, informally called "southeast. IPHC area 3A includes all waters between Area 2C and a line extending from the most northerly point on Cape Aklek (57° 47' 15" N. latitude, 155° 35' 00" W.

In 2001, a three year review (1998-2000) and comparison between bottomfish and salmon harvests collected through the logbook program and the Statewide Harvest Study (SWHS) was conducted. This comparison showed that halibut harvests specifically from charter vessels was substantially higher than estimates from the SWHS with discrepancies increasing with each year. The department did not believe logbook harvest data for halibut should be used in management decisions and decided that halibut information would no longer be collected using the logbook program. Beginning in 2002 and through 2005, the Saltwater Charter Vessel Logbook design changed so that the harvest of halibut would no longer be recorded. Bottomfish effort continued to be collected for trips targeting halibut but the number of halibut kept or released was not recorded. As a result of discussions with the NPFMC (North Pacific Fisheries Management Council) on halibut IFQ's (individual fishing quotas) and the limit based GHL (guideline harvest limits); halibut were added back into the logbook in 2006. Halibut data collected, included effort, halibut kept and released by each angler. Halibut data will to be collected in the 2015 saltwater logbook (Appendix A) and is anticipated to be collected in 2016 and 2017.

In late 2005 and early 2006, the NPFMC initiated discussion on providing long term stability of the guided sport fish charter sector by developing alternative management structures in hopes that it would lead to a permanent solution on the allocation issues between commercial and sport sectors (guided and recreational) for halibut. Some of the options under consideration at that time included a moratorium, limited entry, or awarding quota shares based on past involvement in the fishery as indicated by logbook submissions. The NPFMC formed a stakeholder committee of affected user groups to consider management options and formulate recommendations for Council consideration in developing a management plan. In April 2007, the Council adopted a moratorium on entry into the charter halibut fisheries in Areas 2C (southeast Alaska) and 3A (southcentral Alaska) using a control date of December 9, 2005 to notify the halibut charter industry that a business not participating in those halibut fisheries by that date might not be eligible for future access to these fisheries. On January 4, 2010, the National Oceanic and Atmospheric Administration (NOAA) issued a news release announcing a limited access program for sport charter halibut fishing in Alaska. The limited access program limits the number of charter boats in the guided sport halibut fishery in both Southeast and Southcentral Alaska. Due to the perceived steady growth of the guided sport charter halibut sector and exceeded harvest levels, NOAA established this new program to stabilize the charter sector. As of February 1, 2011, all charter halibut businesses in Southeast and Southcentral Alaska had to obtain a Charter Halibut Permit (CHP) from NOAA to have clients legally harvest halibut.

Recognizing the importance of accurate logbook information and the potential for it to be relied upon to document participation, ADF&G instituted revised reporting and recording requirements in the saltwater charter logbook (Appendix A). The saltwater logbook design went through numerous changes in 2006 and 2007 that included reinstituting halibut reporting, and returning to a weekly reporting requirement (Appendix B). In addition, guides were required to record the license number, client residency or other client status such as "comped" anglers, as well as catch and harvest information for all clients on a per client basis. A "comped" angler on board a charter is an angler who does not pay to be guided. "Comped" anglers can be family or friends

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longitude) to Cape Ikolik (57° 17" 17" N. latitude, 154° 47" 18" W. longitude), then along the Kodiak Island coastline to Cape Trinity (56° 44' 50" N. latitude, 154° 08' 44" W. longitude), then 140° true, informally called "southcentral".

who ride along on a charter trip and fish. The additional requirement to report "comped" angler effort came as a result of the logbook verification and creel comparison study in which the numbers of fish recorded in the logbook did not match the numbers of fish counted at the docks. The discrepancy is believed to be due to charter operators not being required to report "comped" angler effort and harvest in the past.

In 2009, the saltwater logbook reflected changes as a result of discussions and a data collection arrangement with the National Marine Fisheries Service (NMFS). Specifically, the NMFS has requested that saltwater operators be required to indicate the IPHC area fished, the port or community where the fishing trip began, the angler's first and last name in addition to their current sport fish license number, first and last name and date of birth of youth anglers under 16, and the angler verification signature on the back of each data page if halibut were kept in IPHC area 2C (Southeast Alaska). All these requests were addressed and the information was collected via the 2009 logbook.

Recent emphasis from ADF&G management staff and the NPFMC on more timely saltwater data spurred discussions on how to hasten logbook data availability. Currently, logbook data entry involves collecting logbook sheets from the guide, scanning each page with data into a logbook database, and hand editing the data. This process can take Sport Fish Research and Technical Services (RTS) staff from six to eight weeks from the time of receipt of a logbook page. Discussions included the possibility of an electronic submission option that would provide data to ADF&G and NPFMC staff in a timelier manner. Any option for a logbook change would have to include a design that is appealing and easy for the guide industry to use, such that they would perceive it as beneficial to a process that they already consider "burdensome". Electronic reporting options were, at first, appealing to fulfill both management needs and halibut management needs for more timely information. A survey to query the sport fish guide industry on their electronic reporting preferences was conducted in 2013. The results were published in *Participation, Effort, and harvest in the Sport Fish Business/Guide Licensing and Logbook Programs, 2013 (Sigurdsson et al. 2014).* Further discussions concluded that electronic reporting would still necessitate the use of a paper version of the logbook due to regulatory enforcement and trip recording requirements. Data would still need to be verified for errors, be entered accurately into a database, and be available for onsite inspection. There are currently no viable options for going "paperless", and no perceived benefit to managers or the industry that would result from the process. The "paperless" approach would require a change in regulation for reporting requirements along with extensive research into the cost and technological issues of electronic reporting. The discussion for going "paperless" will continue however.

Upon further discussion and research, an alternative approach was considered. Division of Sport Fish programmers researched the option of developing a system that would electronically scan the image of a redesigned logbook data page. The adoption of scanning images was thought to minimize data entry time but allow for data entry personnel to fix images flagged as unrecognizable, thus maintaining data accuracy and quality. This option was not any more "burdensome" to the industry and would have made the weekly reporting requirement more palatable knowing that the data would be more immediately available. In 2010, the intention was to conduct a "pilot" study using a subsample of logbooks for distribution using the new format to test the design and the scanning program. Rather than incur the additional cost to print a subsample, it was decided to print all of the 2010 saltwater logbooks using this new design. The new design continued to collect all of the same trip information as in 2009, prior to the

introduction of the scannable format. If a problem with the new scanning program were to occur, staff would still be able to conduct data entry for all trips. Hence, the instructions for the saltwater logbook from 2010 through 2015 remained the same as in 2009. After five full years of scanning logbook data pages, the conclusion reached is that the amount of data entry handling and processing has not been minimized by this new scanning approach. Although the data has not been available in any increased timely manner, post-season edits have concluded that this method increases accuracy and data quality due to the time spent reviewing the scans.

Due to the new federal requirement that all charter halibut businesses acquire a CHP to be able to legally keep halibut, NOAA made numerous requests to ADF&G for changes to the 2011 saltwater logbook. To facilitate the capture of valuable guided halibut information, NOAA requested that the 2011 logbook capture unique CHP numbers (assigned by NOAA), and the name of the owner of the CHP. The CHP is allowed to be leased, so it would be possible that the name of the operator issued a logbook may not be the name of the owner of the CHP. Blank spaces were provided on the cover of the saltwater logbook to record the CHP number and CHP owner name. Space on each of the 50 logbook pages was created to accommodate the CHP number used on a given trip. It was NOAA's desire to capture halibut effort activity by date, CHP number and location. For every CHP used on a trip, the guide operator was instructed to complete a unique and separate page.

In late 2011 NOAA made another request for changes to be incorporated in the 2012 saltwater logbook. The National Marine Fisheries Service (NMFS) was proposing regulations that, if adopted, would implement a catch sharing plan (CSP) for the guided sport and commercial fisheries for Pacific halibut in water of International Pacific Halibut Commission (IPHC) Regulatory Areas 2C (Southeast Alaska) and 3A (Central Gulf of Alaska). The proposed catch sharing plan would authorize annual transfers or leases of commercial halibut quota to charter halibut permit (CHP) holders for harvest in the guided sport fishery. Commercial halibut quota leased to CHP holders are accounted for as Guided Angler Fish (GAF). NMFS requested that the 2012 saltwater logbook be designed to capture GAF permit numbers and the number of GAF halibut kept per angler. Although the 2012 saltwater logbook reflected these design changes, implementation of the catch sharing plan was delayed for the duration of the 2012 season. ADF&G was notified of the delay after the 2012 saltwater logbooks were printed and distributed. Sport Fish RTS distributed a notice to the guide industry of this change by providing all regional and area ADF&G offices with instructions on how to address this change with business operators.

In 2013, NOAA requested that ADF&G retain the option to capture GAF information for the proposed catch sharing plan by not removing the GAF fish reporting fields. Although the catch sharing plan was once again delayed beyond 2013, ADF&G staff felt that it would be less confusing for the guide industry if the GAF fields and associated instructions remained in the logbook.

In December 2013, NMFS published a final rule for a catch sharing plan (CSP) for guided halibut fisheries in Southeast Alaska (2C) and Southcentral Alaska (3A). On January 17, 2014, the IPHC adopted catch limits for 2C and 3A and recommended management measures for 2014 to the Secretary of Commerce and Secretary of State. The CSP is has a process for allocating guided angler fish (GAF) halibut between the charter and commercial halibut fisheries in both 2C and 3A. NMFS received approval and published an effective date in early March 2014. The

2014 logbook design accommodated the reporting of GAF halibut in addition to non-GAF halibut.

Saltwater logbook reporting information will also be used by the Board of Fish (BOF) to adopt regulations based on accurate information on guiding activities. Accurate logbook information will serve as a valuable tool in any consideration for a moratorium, limited entry, or quota share program.

An additional operational plan titled *Alaska Department of Fish and Game statewide sport fishing guide and business licensing and vessel registration program* will detail the 2015-2017 sport fishing guide and business registration along with the vessel registration process (Powers 2015). This operational plan will detail how this program will track the number of business operations and sport fishing guides along with how many vessels are operating in the guiding industry by area in the state.

ADF&G needs to annually request that the Department of Law implement and adopt a regulation that requires all saltwater charter operators to maintain a logbook. The regulatory effective date for the logbook usually occurs in early spring and is subject to the Lt. Governor's signature.

OBJECTIVES

The following information will be collected via the saltwater logbook.

1. For each trip, the following information will be collected:

    - date fished;
    - guide's license or registration number;
    - count of the number of resident and nonresident clients, non-paying anglers, and crew fishing;
    - primary location fished for bottomfish or salmon;
    - hours fished for salmon and\or bottomfish; and
    - CHP and GAF if necessary.

2. For each angler, collect the following information:

- angler's license number;
- angler's residency status;
- an indicator of whether the angler was paying or not;
- and indicator of whether the angler was a crew member;
- king salmon[2] kept and released by size class (28 inches or larger, and less than 28 inches);
- coho salmon kept and released;
- sockeye, and other salmon kept;
- halibut[2] kept and released;
- guided angler fish (GAF) halibut kept;
- lingcod kept and released;
- pelagic rockfish species kept and released;
- yelloweye rockfish kept and released;
- non-pelagic rockfish species (other than yelloweye rockfish) kept and released;
- sablefish (black cod) kept and released; and
- salmon shark kept.

TASKS

1. Verify the data collected through logbooks by comparing it to:
   a. estimates generated from the SHWS (annual level)
   b. data collected by ADF&G saltwater creel programs (trip level)
2. Outreach
   a. On-site: conducted by staff in the field to provide courtesy logbook inspections and answer questions. Not intended for evaluating accuracy.
   b. Off-site: conducted by administrative staff in the Anchorage office with emphasis on education and collection of accurate information.
3. Enforcement
   a. On-site: conducted by Alaska Wildlife Enforcement officers in the field.
   b. Off-site: conducted by the program coordinator in conjunction with Wildlife Enforcement officers specifically for violations pertaining to logbook submission schedules and licensure verification.

STUDY DESIGN

SALTWATER LOGBOOKS

Logbook reporting is mandatory and governed by regulation. As such, reporting is considered a census of saltwater charter trips.

The 2015 through 2017 saltwater logbook designs will consist of one logbook check out sheet to show the business to which the logbook was issued, 50 data sheets, and a set of instructions for filling out the logbook (Appendix A). Area maps with the statistical fishing areas delineated and numbered are also provided with each logbook. Regional statistical maps are issued according to where the business intends to conduct fishing.

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2 The standard common name for Chinook salmon is referenced as king salmon throughout this operational plan, and is used in the logbook sheets as well, due to the more frequently used common name of king salmon used by participants in the charter fisheries. Similarly, the standard name for Pacific halibut is shortened to halibut throughout this operational plan.

The number of logbooks printed annually, depends on the number of logbooks issued during the previous year but tends to remain steady within a three year period. In 2015, three thousand two hundred (3,200) saltwater logbooks will be printed in Anchorage for the 2015 season. Two thousand four hundred (2,400) saltwater logbooks will be shipped to the sixteen Division of Sport Fish Southeast area offices. The remaining logbooks will be distributed to the Anchorage ADF&G office. There are currently no ADF&G offices in Seward and Valdez, local tackle shop employees and Alaska Wildlife enforcement officers have volunteered to issue logbooks and have been trained by RTS staff. Most logbooks will be issued over the counter at the ADF&G area offices along with applicable statistical area maps, and annual vessel tags to indicate that a particular charter vessel is currently registered with ADF&G (see Business and Guide Registration and Vessel Registration Operational Plan). Logbooks will also be mailed to remote guide business locations on request.

Staff will issue logbooks to licensed sport fishing businesses or their agents only. Before issuing a logbook, staff will confirm that the sport fishing business is licensed for the current year by checking the Intranet business license database, inspecting the actual license, or by licensing the business simultaneously to issuing a logbook at the office.

All activity between January 1 and the first Sunday in April is due to ADF&G by the second Monday in April, all activity after the first Monday in April must be postmarked or returned to ADF&G according to a weekly schedule printed on the inside cover of the logbook (Appendix B). January 15, of the following year is the last day in which previous year data can be submitted and entered into the database and be applied towards a business's record.

In 2012, a late logbook submission policy was adopted (Appendix C). The policy is intended to provide the program coordinator with guidance on how to deal with untimely submissions of logbook data pages and the associated enforcement protocols.

A duplicate non-carbon copy accompanies each data sheet. Data is written on the original form, which is sent to the ADF&G, the duplicate form stays in the logbook.

Area staff will attempt to retrieve all data pages inserted into the drop boxes on a daily basis, except on weekends and holidays. If several days lapse between drop box checks, it is assumed that the operator inserted their logbook data pages on the first day of the lapse. Each office will maintain a log on logbook data sheets received. The information collected will include date received, how it was received (drop box or office drop off), logbook number, logbook page number, staff initials, and the date that the data sheets were forwarded to RTS (Appendix D). This log is intended to assist each area office in tracking data sheets that are handled directly by area staff.

LOGBOOK OUTREACH

In 2006, ADF&G reinstated the reporting of Pacific halibut harvest in the saltwater logbook. As part of an effort to address the need for accurate reporting by saltwater charters, the Commissioner of Fish and Game detailed the implementation strategies for improving data quality, verification and outreach. It became necessary to establish an outreach program in conjunction with a verification program. The outreach program was not designed to evaluate data accuracy, but rather as an effort to reach as many operators as possible to field questions and to ensure compliance with the reporting requirements. The outreach program can be conducted on-site (in the field) by ADF&G employees in the field or off-site by RTS employees.

On-site

Seasonal technicians or port samplers and management staff will offer to conduct "courtesy" logbook inspections to make sure that logbooks are filled out correctly and answer any questions about how they should be filled out. These checks are not intended for evaluating the accuracy of data but rather as another opportunity to encourage compliance and completeness and as an indicator of how important logbook data is to ADF&G. These inspections will be conducted as time allows by ADF&G creel and port sampling technicians during their regular dockside checks during the primary fisheries from May through September. As the technician reviews logbooks in the field, they will keep track of recurring questions or problems related to logbook design, incomplete or vague instruction, or situations that are not covered by the logbook instructions. These comments will be sent to the logbook program coordinator to consider when reviewing the logbook design in preparation for the next year.

Off-site

As it is the goal of the outreach program to ensure compliance with all reporting requirements, the emphasis is on education early in the season. Off-site outreach is conducted by RTS staff in the Anchorage office. As logbook data sheets are received by RTS, RTS staff reviews the data for completeness and legibility prior to data entry. In the event that some of the logbook data sheets require a call to the operator or guide for clarification, staff will conduct outreach services simultaneously to verifying logbook entries. These phone calls serve as an outreach opportunity in which ADF&G is able to inform guides and businesses on how to fill out the logbooks accurately and answer any questions that the guide or business may have about the program. Phone calls to operators are not only intended to improve data quality but to reinforce the message to the guide industry that logbook data is important and is constantly being reviewed. Outreach phone calls will occur daily from May through September except for weekends and holidays. Daily calls early in the season are intended to alleviate repeat errors in reporting which will result in fewer calls being necessary in August and September. A log is maintained by each staff member conducting the calls. Phone logs will record the date of the call, operator name, and the nature of the problem. The most common problems and questions will be documented and provided to the logbook program coordinator.

Logbook Enforcement

State Troopers

An agreement between the Division of Sport Fish and the Department of Public Safety, Division of Alaska Wildlife Troopers (AWT) provides information of violations directly to the AWT. This action facilitated and encouraged enforcement activities related to logbook compliance. Clear and strict recording requirements and improved communications through the division's outreach program, enforcement personnel and statewide meetings with charter groups resulted in increased enforcement success.

AWT have prioritized the enforcement of complete and timely logbook reporting and submission on a statewide level. Most logbook offenses are written citations paid with a fine, but for flagrant violations, the Troopers may write a court summons and the offense may be charged as a misdemeanor. The owner of the operation and the guide are allowed to continue operation after being cited. In the case of serious offenses that result in charges where a guide or business license is revoked, the program coordinator is notified by the judicial system and made aware of

these incidences. License revocations can vary in duration depending on the violation, but are flagged for future reference in the ADF&G database in the event that a guide or business attempts to get licensed while their right to provide services remains revoked. Except by personal contact, there is no consistent method by which the program coordinator is informed of a revocation by the court system.

As part of their regular enforcement duties, AWT conduct regular logbook checks as part of their enforcement priorities. Unless a citation results in a revocation of the license, ADF&G does not need to be informed. AWT post citations (but not convictions) on their web site at http://www.dps.state.ak.us/pio/dispatch/index.asp.

In April/May each year area management biologists (AMB) submit their annual enforcement priorities for their region. For the past few year and again in 2015 each AMB requested logbook enforcement be a priority. As a result of these requests, AWT has established logbook enforcement as high priority during May through September.

ADF&G Staff On-site

Additional enforcement in the field will be conducted on a periodic basis, at a minimum, by ADF&G enforcement-qualified staff. Regional offices will specify the staff to be involved and the desired level of activity.

Staff will contact charter operators in boat harbors and at beach launch sites during or after offloading of fish or clients. Charter operators are only required to present a logbook for inspection if they are at the location where the logbook is required to be filled out. For example, if charter staff were handling fish at a fish cleaning station away from the vessel, the operator would not be *required* to show the logbook since the logbook remains on board the vessel.

ADF&G staff will document each charter boat contact. A standard form is not required as this information will not be used to check the accuracy of logbook data. Procedures for handling violations should be discussed with the local trooper before engaging in enforcement activity. Generally it is preferable for deputized ADF&G staff to document violations and turn the information over to troopers than to write the citation themselves. Under this approach, ADF&G staff will collect as much detailed information on suspected violations by documenting date, time, operator/owner or guide name, vessel name, nature of violation, actions or interactions taken and details on potential witnesses or clients. This information will be forwarded to a local trooper for further action. ADF&G staff will avail themselves if further information is required.

Off-site

RTS will determine which businesses are sending in logbook pages after the required deadline. Logbook pages submitted two weeks and one day after the week of activity will be considered "late" and therefore in violation. A one week "grace" period is provided beyond the due date schedule printed inside the front cover of the logbook (e.g. for the week of activity from April 6th to April 12th, the printed due date is April 20th, the extended due date would be April 27th. Due to the high profile nature potentially caused by the number of delinquent logbook pages submitted, ADF&G drafted a Policy on Late Logbook Submissions. This document outlines the circumstances under which enforcement will be pursued and the steps that will be taken by the program coordinator to provide accurate information to be used by enforcement (Appendix C), RTS will not differentiate between inseason delinquency and end of season delinquency. Only

those operators, who have contacted the program coordinator about late submissions and have provided a reasonable explanation, will be exempt from enforcement action.

The Division of Sport Fish recognizes that there may be situations where some businesses, due to their remote location or nature of their operation, will not be able to comply with the weekly reporting requirements. In these instances, RTS will accommodate an alternate and mutually agreed upon reporting schedule without penalty. A business in this situation is directed to contact the logbook program coordinator and explain their situation and the schedule that will work for them. The business name, owner name, logbook numbers and reason why submissions will be late will be noted in order to prevent any enforcement action towards these businesses for late logbook submissions.

VERIFICATION

In 2006, when ADF&G detailed strategies for improving data quality, these strategies required the establishment of a validation/verification program that could be conducted both on-site (in the field) on a trip by trip basis and off-site (from the Anchorage ADF&G office) on an annual basis.

Trip

Logbook verification will occur in parts of Southeast and Southcentral regions in conjunction with existing creel survey and port sampling programs. Whenever possible, creel survey and port sampling technicians will count and record harvested halibut, pelagic rockfish, non-pelagic rockfish, lingcod, and salmon sharks they observe during interviews with charter vessel operators on a trip by trip basis. The counting of fish will occur when all of the fish are still whole and on board the vessel, or in the process of being offloaded. The counting of fish will not be at the expense of other primary duties or at the expense of regular activities conducted by the charter operation. Technicians will check with the skipper to ensure that their counts represent the total harvest from that trip (i.e., no other fish offloaded or on board). Creel technicians will note for each charter interview whether or not the numbers of fish of each species or rockfish assemblage were validated by counting. Procedures for counting fish are also spelled out in detail in the Southeast Region creel survey and Southcentral Region port sampling operational plans.

Unvalidated information is also collected during a regular interview. Unvalidated information constitutes any type of data reported by the charter operator that cannot be observed or validated by the technician. Examples include the number of hours fished, statistical area, and reported numbers of fish harvested or released that are not observed.

The information collected at each port will be documented and compared on a vessel-trip basis to the actual charter logbook data as part of the validation portion of the logbook program which is conducted post-season.

Annual

Two unique methods will be used to conduct post-season verification of logbook data:

1. Comparisons will be made between logbook data and SWHS estimates of guided effort and harvest of halibut, rockfish, lingcod, Chinook salmon, and coho salmon.

2. The data collected from the logbooks will be compared at the boat-trip level to the data collected in the saltwater creel programs administered through ADF&G. Saltwater creel

programs include the "*Assessment of Recreational Groundfish Harvest in Southcentral Alaska*" program in Homer and the "*Southeast Alaska Marine Boat Sport Fishery Harvest Studies*" program in Southeast.

DATA COLLECTION

SALTWATER LOGBOOK

The following information will be recorded on logbook pages:

- ADF&G guide license number
- date that fishing took place
- hour (time) that trip ended (creel survey interview comparison)
- charter halibut permit number (CHP)
- port or community where trip ended
- statistical area fished while targeting salmon or bottomfish
- number of hours fished targeting salmon or bottomfish
- guided angler fish (GAF) permit number
- crew, client, and "comped" angler's ADF&G sport fishing license number or permanent license number
- first and last name of each client
- client signature if halibut were kept (southeast and southcentral only)
- client residency
- effort (by individual client or crew) for salmon and bottomfish
- breakdown by fish species kept (and/or released)
- number of guided angler fish (GAF) halibut kept

DATA REDUCTION

LOGBOOK RECEIPT

Logbook pages that are returned directly to area offices or placed in drop boxes will be date stamped with the date received by each office.

ADF&G offices located near southeast marine harbors in Juneau, Sitka, Petersburg, Ketchikan and Haines will provide clearly marked and secure drop boxes for logbook pages. Drop boxes in Southcentral will be located in Soldotna and Kodiak. Each area office with a drop box will schedule regular drop box checks, with greater frequency during July and August. The convenience of drop boxes at marine harbors will vary according to area staffing and time availability to check/empty these boxes. Drop box availability is not consistent.

Returned logbook pages received by RTS in Anchorage will be checked to confirm that the logbook number in the upper right corner is intact and legible. If it is missing, the logbook

number will be determined from other logbook pages in the same envelope. If both of these fail to identify the logbook number the guide license number may be used to determine the employer or name of the business owner. If no information on the business owner is available, and no other logbook pages are in the envelope, the logbook page will be flagged with the original envelope for later review by project staff.

A logbook "receipt" will be available to any business owner or guide that personally hands in any data sheets; and requests "proof" of submission. Area offices will design their own version of a receipt that will detail the date received, logbook number, page number, and initials of ADF&G recipient.

LOGBOOK DATA HANDLING AND ENTRY

Data entry of the logbook data (catch, harvest, effort and location) will be completed by RTS data processing personnel (Appendix E). Data entry instructions (Appendix G) will be updated annually and included in the current year Operational Plan and posted to the following Intranet collection:

http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-6886

Data entry will continue to utilize the ABBYY FlexiCapture image recognition software identical to that used from 2011-2014. This system will allow for all saltwater logbook trip data to be extracted by scanning the completed logbook pages to an image file and will not need to be keyed manually. The logbook page image is also named and stored to a defined location during the scanning process which eliminates the current double handling and naming that occurred prior to using ABBY FlexiCapture.

Once scanned, the extracted data is staged for verification (process in which unrecognized or questionable fields are compared to the actual scanned image) and then exported (process where verified data is written to an XML file) which signifies the end of the process for the data entry staff. After the export process is completed, the XML file is imported into a database table where further analysis and data checking is conducted by the program coordinator before being inserted into the master logbook tables where it can be used for reporting.

Data continues to be closely scrutinized at each level to ensure data integrity was maintained as this newer system matures. These data processes were adjusted and documented as they were updated. These adjustments resulted in changes to the 2011 and 2012 logbook pages but fewer adjustments have been needed since 2013.

The returned logbook pages will be visually reviewed by project staff prior to data entry, as follows:

- Beginning with the TRIP INFORMATION on the logbook page, the DATE FISHED field must be filled in. If there is fishing activity indicated, and the DATE FISHED field is blank, a follow-up call will be necessary to get this information. If follow-up contact cannot be made, it may be possible to determine DATE FISHED from other pages received from the same logbook. The electronic scans of the pages will need to be consulted to make this determination.

- Next to the DATE FISHED field is the HOUR TRIP ENDED by AM or PM.

- Continuing down the left column on a logbook page, the GUIDE LICENSE number must be provided on every logbook page. If the GUIDE LICENSE number is blank, the electronic scans[3] from the same logbook can be consulted to try to determine the number. If no determination can be made a follow-up phone call to the business will be needed.

- Federal regulations require a charter operator to have a qualifying Charter Halibut Permit when harvesting halibut. Next within the trip information is space to record the CHP number coinciding with a box to check if more than one CHP is being used per trip.

- The next visual check should be to assure that the PRIMARY STATISTICAL AREA (bottomfish or salmon statistical area) is not blank if fishing effort is indicated in the INDIVIDUAL ANGLER AND CATCH INFORMATION section of the logbook page. If anglers have harvested or released any fish, the appropriate statistical area(s) must be included. If statistical areas are left blank, a follow-up phone call back to the business will need to be made to ascertain where the fishing occurred. It is best to make these types of follow-up contacts as quickly as possible once the logbook pages have been received to minimize recall errors.

- It is important that a valid COMMUNITY OR PORT WHERE TRIP ENDED is provided on every logbook page. If an abbreviation is used, the coder should write out the PORT or COMMUNITY OF WHERE THE TRIP ENDED in the margin nearby. If the entry is illegible, the coder may refer to other pages submitted for the same logbook to ascertain the possible correct COMMUNITY OR PORT WHERE TRIP ENDED. If the field is blank or otherwise indeterminable, a call will need to be made to the operator to determine the correct value. If the COMMUNITY OR PORT WHERE TRIP ENDED provided on the logbook page is not already in the PORTS lookup table (see Computer-based Editing section below), the logbook page should be set aside for review by the program coordinator.

- Federal regulations require the recording of a Guided Angler Fish (GAF) permit number if GAF halibut are kept. If GAF halibut kept are reported in the INDIVIDUAL ANGLER AND CATCH INFORMATION section of the logbook page the GAF permit number field will be checked to make sure it has been filled out. If it hasn't then a follow up call the operator will be made.

- The visual checks will continue with a count of anglers listed in the INDIVIDUAL ANGLER AND CATCH INFORMATION section of the logbook page. The total number of anglers will be tallied and hand entered by RTS staff during the initial data editing process and noted within a space created especially for editing within the TRIP INFORMATION section. A total tally of more than six (6) anglers will be an indicator that additional pages may have been submitted for the same trip.

  - Moving down to Moving down to the INDIVIDUAL ANGLER AND CATCH INFORMATION, the first visual check should be that the Alaska SPORT FISHING LICENSE numbers begin with a valid character. Purchased licensed will contain 7 digits and will start with the last digit of the year purchased a 5 in 2015, a 6 in 2016, and a 7 in 2017. Other permanent type licenses will contain valid first characters of

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[3] As noted later in this subsection after logbook pages have been coded, they will be entered into the database, then scanned to produce image files. These image files will be used for quality control checks and to review entries during data cleaning and analysis.

'D', 'P', 'T', or 'Z'. If a license number begins with a 'D', 'P', 'T' or 'Z', it must be 5 to 7 characters in length. If it begins with any other character, the coder should flag the logbook page for further review. If an angler was under 16 years of age, the value in the SPORT FISHING LICENSE field should indicate YOUTH.

If the SPORT FISH LICENSE field is blank but harvest or release of any species is indicated anywhere across the line, the coder should flag the page for further review. A follow-up call may be required to ascertain the information.

- Following the angler license number is the angler first and last name. If this is missing, a phone call to the operator is made as a reminder that this field must be completed. For an angler under 16, the first and last name should also be provided.

- Moving across the grid on the right side of the logbook page under INDIVIDUAL ANGLER AND CATCH INFORMATION, the last visual check should be to ensure that the bubble for residency ('N' or 'R') or crew ('C') or comped ('X') is filled in for every angler on the trip. If this information is not provided, the page should be flagged and the business should be contacted to complete this information.

- Continuing down to the lower right of the logbook page, PAGE NO. ___ OF ___ should not be left blank. If a trip included 6 or less anglers, the page number should be PAGE NO. 1 OF 1. If more than 6 anglers were on a trip, additional pages will be required to complete the trip information. If either part of the page number field is blank, the coder should research the preceding and following pages of the logbook in question, checking the DATE FISHED and HOUR ENDED field for a guide as to how to complete the page numbers fields. If the PAGE NO. fields are blank, and two or more consecutive pages have the same DATE FISHED and HOUR ENDED:, the PAGE NO. field should be as follows: 'Page 1 of 2' and 'Page 2 of 2', etc. An exception to this rule is when each page contains less than 6 anglers, in that case it could be multiple trips by the operator on the same day. Thus, not only does the date fished field need to be looked at, but also the HOUR ENDED field.

- The last field on the logbook data page contains the GUIDE SIGNATURE. This field is required to be completed for regulation purposes. The guide who led the trip is indicated in the top field GUIDE LICENSE #, the guide is contacted and reminded to sign the data page after each guided trip.

Once logbook page scanning is completed, the original completed forms will be returned to "banker's" boxes for short-term storage in logbook number order. These pages will be held in storage pending any requests from NMFS or recycled after the final report is published.

RTS staff will scan and verify data as recorded on the logbook pages or as corrected based on follow-up phone calls that were made (see Logbook Outreach); edits or modifications to data will only be made at that point where follow-up calls have been made to clarify data or logic dictates.

Notations on changes and why changes were made will be made directly on the logbook page that will be scanned. Notations are made in the margins so as not to interfere with the scanning program's ability to decipher actual data from staff notes.

LOGBOOK COMPUTER BASED EDITING

While some errors will be detected in the data coding phase, the majority of problems will be dealt with via computer-based editing programs. Year, vessel information, business information, logbook number and guide information will be entered into the SLOGBOOKS and GUIDES tables (Appendix F). Logbook page information about anglers' effort, fishing locations, dates and angler information will be entered into the SANGLERLOAD table of the same database. Computer-based editing, including the following, will be completed on these tables:

- Programming code will be written to compare the reported harvest with the legal limit allowed. If the reported harvest exceeds the legal limit, the record will be flagged and project staff will follow-up with a contact of the operator/business to determine the validity of the reported harvest.

- Programming code will be written that will allow the determination of those values in all the species' released fields (KING SALMON REL, HALIBUT REL, etc.) that are 'outliers', or that stand out from the norm. These outlier values will be investigated by the program coordinator for possible data entry errors.

- Programming code will be written that will flag suspect or unknown trips that do not require follow-up with the operator. A guide will frequently complete the data page incorrectly or will indicate that the trip was cancelled by writing "VOID" across the page. Voided trip information is still submitted by the operator and requires a protocol.

  - If VOID is written on the page;
    - If fish are listed then the database will be checked to see if the data was transferred to another log page.
    - If no fish are listed, we make no additional assumptions and discard the information.

  - If VOID is not written on the page;
    - If hours fished are recorded as zero (0) and no fish are listed, the data is discarded.
    - If no hours fished are recorded and no fish are listed, the data is discarded.
    - If no hours fished, no end time and no fish are recorded, the data is discarded.

- Statistical Area vs. Port Site consistency

  - The PORTS table contains information about the Community or Port Where Trip Ended. This table is reviewed and updated on an annual basis. For every Community or Port in the PORTS table, there is an IPHC-Area value that defines which IPHC area a PORT is located in, along with the SWHS_area where the PORT is located and the closest community.

  - Statistical Area SWHS vs PORT SITE SWHS AREA – verify that statistical area and port site on the page are reasonably close together geographically or can be explained by a multiple day trip.

- Review the guide license number to make sure it is a valid guide license for the year in question. To identify the problem, the sal_guidelicnum field in the SAnglerLoad table is compared to the gu_licnum field in the GUIDES table, if the sal_guidelicnum field matched a gu_licnum record for the current year it is not evaluated any further. If the sal_guidelicnum record does not match a gu_licnum record for the current year it was considered to be in error and further evaluated.

- Check and verify lingcod reported harvested during the closed season. These seasons vary by location throughout the state. If lingcod are reported as harvested when the season is closed the scan will be looked at for possible data entry errors (especially the date field). If there is no data entry error, the operator will be contacted to confirm the reported harvest.

A database table named PORTS which includes the following information recorded by COMMUNITY OR PORT OF OFFLOADING will be maintained and reviewed on an annual basis in the database GDLOG_RPTS. This table will serve as a look-up, or reference, table to ensure the integrity of the COMMUNITY OR PORT OF OFFLOADING field. New sites will be added when necessary.

Site name (port_site),

- Region (SC = Southcentral, SE = Southeast)

- SWHS_area – Using the Statewide Harvest Survey protocol, the Survey Area (eg. Ketchikan (A), Prince of Wales Island (B), Knik Arm Drainage (K), North Gulf Coast/Prince William Sound (J), etc.

- IPHC_Area - 2C,3A, 3B, 4A, 4B, 4E

Another look-up, or reference, table that will be used to validate a fishing location is called the FISHAREA table. It is also in the GDLOG_RPTS database and is reviewed and maintained annually based on inquiries and feedback from regional ADF&G management coordinators. This table contains the Commercial Fish bottomfish and salmon 'stat areas' short for statistical areas. Values entered on the logbook page should be checked against this table at data entry. Invalid entries should be set aside for further review by project staff.

Reports generated from this database will include:

- Summaries of vessel, guide and business information, and
- Summaries by area and sites.

A weekly printout of records flagged as exceeding legal bag limits will be reviewed to compare the area and/or site specific sport fish harvest regulations for the year. Each flagged record will be double checked. If some records have been flagged for harvests that actually fall within the site's bag limits, the records will be noted for further review and reprogramming.

Regional Sport Fish Division regulations and emergency orders will be reviewed to determine if over harvest has occurred. In some cases the guide/operator may have recorded their harvest in the wrong statistical area or the wrong species column. In other cases the guide/operator may have misidentified their harvest. If there are two or more possibilities for what the correct response should be, and none of the possibilities seem more likely than the other, then the record will also be flagged for further analysis by the program coordinator.

The "editing" programs will produce listings that identify all changes made, record by record. This information will be maintained in electronic form. Editing programs include comments/annotations that explain the nature of the code, identify changes made from previous years, and identify areas that need to be addressed. When all editing has been completed, an electronic file summary of all the editing that has occurred will be maintained to document revisions.

A report will be generated from the logbook database that summarizes the program history, business and guide licensing information, vessel statistics, and summary statistics for harvest and participation data by area and fishing area. The summary statistics for harvest will be reviewed and edited by hand to correct as much of the data as possible and to check for errors in the computer editing programs. All editing will be documented.

An Outlier Detection process occurs during the editing process, before a "final" data set is used for report generation. A report of harvest by area and species will be produced. An email containing instructions on where to access the preliminary summary report on the divisional docushare site will be sent to the area biologists. The biologists will be asked to identify any problems with the data. Changes or corrections recommended by area biologists will be incorporated into the database(s) as appropriate. All recommendations made by area biologists will be documented and filed.

Many tables will be generated from the database for use in the final published report. The tables generated from the database may require minor alteration and modifications to make them of publishable quality. Several programs, as well as word processing, will be involved. Several miscellaneous tables not included in the published report will also be available upon request.

DATA ANALYSIS

LOGBOOK

Since the logbook program is considered a census of saltwater charter trips and their characteristics, then the data analysis procedures to achieve the objectives simply involve summarizing the reported characteristics according to the summary level of interest.

VERIFICATION

Annual Level

Data collected from the logbook will be compared to guided trip information from the Statewide Harvest Survey (SWHS) of reported harvest on an annual basis. The SWHS collects guided effort and harvest from Cook Inlet saltwater areas for all targeted species.

The estimated total catch and harvest by area and species from the SWHS will be compared to logbook data summarized at the same level on an annual basis.

A report on the Evaluation of Alaska Charter Logbook Data for 2006-2008 was presented to the North Pacific Fishery Management Council in 2009. This report discusses logbook comparisons between the SWHS and creel survey estimates at the port level with Ketchikan, Sitka, and Juneau. This report can be accessed at:

http://www.fakr.noaa.gov/npfmc/current_issues/halibut_issues/logbookeval909.pdf.

The difference between the two datasets will be calculate for each variable and tested for statistical significance (one sample Z-test, $\alpha = 0.05$).

Trip Level

The data collected on reported harvest from the logbooks will also be compared to the data collected in the saltwater creel programs administered through ADF&G. Saltwater creel programs include the "*Assessment of Recreational Groundfish Harvest in Southcentral Alaska*" program in Southcentral Alaska; and the "*Southeast Alaska Marine Boat Sport Fishery Harvest Studies*" program in Southeast Alaska. These comparisons are documented in the above referenced report for 2006 – 2008.

For every trip recorded in the saltwater creel surveys, the information will be compared with the corresponding logbook trip. The percent agreement between the two databases will be calculated for each variable (date fished, number of clients, number of fish kept) and the distribution of the disagreement will be examined. The percent of creel records with no corresponding logbook entry will also be calculated.

The project manager of each creel or catch sampling program will require creel technicians to ask additional questions during their encounters with anglers to insure direct comparisons can be made with the logbook program. Management coordinators will direct staff to include this additional request within each project operational plan as an additional task. Project managers will be responsible for providing on-site data associated with these 'additional questions' to the logbook program coordinator. RTS project staff will then conduct a trip by trip comparison of catch, harvest and effort between data obtained from the creel or catch sampling program with the corresponding logbook data. The logbook biometrician and program coordinator will work cooperatively with the project leaders and consulting biometrician for each creel or catch sampling program to ensure that the details necessary for addressing these tasks are included in the corresponding operational plans for those projects. Although it is not the intention to place creel technicians in any enforcement capacity, the questions asked may validate the program and serve as a check for compliance (see the Outreach subsection in the STUDY DESIGN section).

SCHEDULES, BUDGET AND PERSONNEL

The schedule for each of the tasks associated with the 2015 - 2017 sport fishing saltwater logbook reporting are identified below:

November - December 2014 - 2017	Develop and finalize the saltwater logbooks. Bids are obtained and the contract awarded for printing and distribution of logbooks.
October – December 2014 - 2017	Prepare printing contracts and deliver electronic logbook and license templates to printer.
January 2015-2017	Logbooks are delivered to regional and area ADF&G offices. News Release issued to announce availability of logbooks and licenses.
April 2015 - 2017	Logbook data entry screens and scanning software are tested and made available.
May 2015 - 2017	Issue News Release emphasizing accuracy and timely submission of logbook data. Individual letters sent to businesses reminding them of timely logbook submission.
May - August 2015 - 2017	Daily follow-up phone calls are conducted to operators and guides who have missing, erroneous or illegible information on their logbooks.
January 15, 2016 - 2018	Final cut off for the receipt of previous year logbook data sheets.
March 30, 2016 - 2018	Previous year logbook data entry will be completed.
April - May 2016 - 2018	Preliminary previous year data available for review by AMBs with comments due. Preliminary previous year data available to NOAA and upon request.
May - June 2016 - 2018	Final "publishable" data from the previous year will become available in a divisional summary report.

The divisional Intranet site will provide an interface for project staff to view draft and final summaries of logbook data: http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-7647

BUDGET SUMMARY

Code	Line Item	Cost
100	Personnel Services	$316.5
200	Travel	$ 5.5
300	Contractual	$58.4
400	Commodities	$ 6.0
500	Equipment	$ 0.0
TOTAL		$386.4

Budget Manager: Bob Powers, Program Coordinator

PROJECT PERSONNEL

Name	Job Class	Months budgeted
Bob Powers	Program Coordinator	6.0
Kirk Brogdon	Analyst Programmer V	0.0
Pat Hansen	Biometrician IV	0.0
Cindy Palmatier	Program Technician	12.0
Raili Kedzior	Office Assistant II	7.0

Claudia Bloodworth	Office Assistant I	11.0
Andrea Hamby	Office Assistant II	6.0
Michaela Young	Office Assistant II	7.0

RESPONSIBILITIES

The following provides more detail on the specific assignments of each person working on the logbook and registration projects, their title, job classification, and total combined months for all tasks.

Name/Title	Months	Responsibilities
Bob Powers, Program Coordinator	6.0	General oversight of the guide and business registration and logbook project, budget manager, develops form design, conducts the bid process, coordinates the printing and distribution, and writes the operational plan and final report. Supervises Program Technician and Office Assistants. Works with Regional Management Coordinators to define project objectives, coordinates provision of information requests. Develops programs and runs retrievals for logbook requests, runs computer editing programs, reviews and edits master files and assists in generating estimates. Conducts analyses and comparisons of logbook information. Develops a statewide database of corrected and accurate logbook data.
Pat Hansen, Biometrician IV	0.0	Project biometrician, reviews and approves operational plan, assists with evaluation of resultant information, including comparison of logbook data and dockside interviews.
Kirk Brogdon, Analyst/Programmer IV	0.0	Lead analyst/programmer for the registration and logbooks projects. Designs systems for data capture and data summaries.
Bill Romberg, Fishery Biologist IV	0.0	Maintains the lists of ports and fishing site locations. Assists project staff on presenting aggregated information from the logbook and Statewide Harvest Survey program.
Cindy Palmatier, Program Technician	12.0	Provides clerical data processing and data entry service for business and guide registration forms and logbook sign-out forms.
Andrea Hamby, Office Assistant II	6.0	Provides clerical data processing and data entry services for logbooks forms.
Raili Kedzior, Office Assistant II	7.0	Provides clerical data processing and data entry services for logbooks forms.
Michaela Young, Office Assistant II	7.0	Provides clerical data processing and data entry services for logbooks forms.
Claudia Bloodworth, Office Assistant I	11.0	Processes and edits logbook pages in preparation for data entry. Conducts off-site verification by placing phone calls to charter/guide operators.
Southeast staff (under direction of Bob Chadwick and Mike Jaenicke.	0.0	Collect regional logbook sheets, record Chinook data needed inseason, contact businesses to clarify errors in logbook sheets, register guides and sport fishing businesses, distribute logbooks, and coordinate with RTS on any issues needing clarity. Supervise on-site outreach at selected saltwater ports.
Southcentral staff (under direction of Tom Vania) Scott Meyer and Donn Tracy	0.0	Supervise the registration of guides and sport fishing businesses, distribute logbooks, coordinate with RTS on any issues needing clarity. Conduct on-site outreach at selected saltwater ports. .
Arctic-Yukon-Kuskokwim region III staff (under direction of Don Roach and Tom Taube).	0.0	Supervise the registration of guides and sport fishing businesses, distribute logbooks, coordinate with RTS on any issues needing clarity. Conduct on-site outreach at selected saltwater ports.

REFERENCES CITED

Sigurdsson, D., and B. Powers. 2014. Participation, effort, and harvest in the sport fish business/guide licensing and logbook programs, 2013. Alaska Department of Fish and Game, Fishery Data Series No. 14-23, Anchorage.

Powers, B. 2015. Alaska Department of Fish And Game statewide sportfishing guide, business, and vessel registration program, 2015. Alaska Department of Fish and Game, Division of Sport Fish, Regional Operational Plan SF.4A.2015.01, Anchorage.

APPENDIX A.
2015 SALTWATER LOGBOOK

State of Alaska
Department of Fish & Game
Division of Sport Fish

Logbook No.:

2015 Saltwater Charter Logbook and Vessel Registration

Vessel Name: _____

Vessel AK No. or USCG No.: _____

1. All charter trip activity coducted from this vessel must be recorded in the logbook assigned to this vessel.
2. Federal rules require Charter Halibut Permit (CHP) number(s) to be recorded in the logbook before the beginning of any trip during which halibut are caught and retained.
3. Please read the Instructions for Completing 2015 Logbook Pages (beginning on page ii) carefully as they may have changed.

CHP No.:   CHP HOLDER:

_____   _____

_____   _____

_____   _____

_____   _____

Logbook Inspection

This logbook must be presented for inspection, upon request, to any representative of the Department of Fish and Game, peace officer of the state, or law enforcement representative of the National Marine Fisheries Service.

Monday to Sunday Activity During the week of:	Postmarked or Received by ADF&G (Mondays):
January 1 – April 5	April 13
April 6 – April 12	April 20
April 13 – April 19	April 27
April 20 – April 26	May 4
April 27 – May 3	May 11
May 4 – May 10	May 18
May 11 – May 17	May 26
May 18 – May 24	June 1
May 25 – May 31	June 8
June 1 – June 7	June 15
June 8 – June 14	June 22
June 15 – June 21	June 29
June 22 – June 28	July 6
June 29 – July 5	July 13
July 6 – July 12	July 20
July 13 – July 19	July 27
July 20 – July 26	August 3
July 27 – August 2	August 10
August 3 – August 9	August 17
August 10 – August 16	August 24
August 17 – August 23	August 31
August 24 – August 30	September 8
August 31 – September 6	September 14
September 7 – September 13	September 21
September 14 – September 20	September 28
September 21 – September 27	October 5
September 28 – October 4	October 12
October 5 – October 11	October 19
October 12 – October 18	October 26
October 19 – October 25	November 2
October 26 – November 1	November 9
November 2 – November 8	November 16
November 9 – November 15	November 23
November 16 – November 22	November 30
November 23 – November 29	December 7
November 30 – December 6	December 14
December 7 – December 13	December 21
December 14 – December 20	December 28
December 21 – December 27	January 4, 2016
December 28 - December 31	January 11, 2016

INSTRUCTIONS FOR ADF&G REPRESENTATIVE:

Please forward the white copy of this form to:
Sport Fish RTS, 333 Raspberry Rd., Anchorage, AK 99518-1565.

DO NOT REMOVE THE PINK COPY. THE PINK COPY MUST STAY IN THE LOGBOOK.

DO <u>NOT</u> ISSUE A LOGBOOK UNLESS THE APPLICANT HAS THE FOLLOWING:

➡ 2015 ADF&G Sport Fish Business Registration

➡ Current AK Vessel No. issued by DMV or Current USCG Vessel Documentation No.

None of the above can be "Pending"

2015 ADF&G Sport Fish Business Owner and Guide Registration applications are available at all ADF&G offices or online at the bottom of the following web page:

http://www.adfg.alaska.gov/index.cfm?adfg=prolicenses.businesslicense

or can be applied for online at: *https://www.adfg.alaska.gov/store/*

AK Vessel Registration information is available from Alaska Division of Motor Vehicles at (907) 269-5551 or online at: *http://www.doa.alaska.gov/dmv/reg/boat.htm*

2015 Saltwater Charter Logbook Sign-Out and Vessel Registration
Must be completed

Sport Fish Business Information: Logbook No.:

Name of Sport Fishing Business:_____

ADF&G Sport Fish Business Registration No.: 2015-_____

Sport Fish Charter Vessel Registration:

➡ DMV issued AK No. or USCG Vessel Documentation No.: _____
　　　　　　　　(A logbook WILL NOT be issued without a current AK or USCG No.)

➡ Vessel Name: _____
　　　　　　　(Vessel Name and AK No. or USCG No. must appear on the cover)

➡ Primary Alaska Saltwater port from which this vessel will operate during 2015:

_____

DEPARTMENT USE ONLY

➡ Did you issue a Statistical Area Map   YES ☐   NO ☐   If No, Explain:

➡ ADF&G Representative: (print) _____

➡ Area Office:_____   Date of Issue: _____

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When To Complete A Logbook Page

A Charter Vessel Fishing Trip is Defined as the time period between the first deployment of fishing gear from a vessel providing sport fishing guide services and the offloading of one or more anglers or any harvested fish from the vessel.

A trip that consists of no paying clients, that is, all anglers are "comped", and the guide is NOT receiving any tips or other compensation, would NOT be considered a chartered trip and a logbook page should not be completed and submitted to the Alaska Dept. of Fish and Game. If a guide is present during a private fishing trip, the guide may be compensated for actual daily expenses for fuel, food, or bait. In this case a logbook page should not be completed or submitted to ADF&G. If the guide receives any other compensation for assisting anglers, such as daily wages, tips, moorage fees, etc. from a registered fishing service or from clients, then a logbook page should be completed and submitted to ADF&G.

Additional information about regulations and definitions related to guide and business registration, guiding, and compensation can be found at: *http://www.adfg.alaska.gov/index.cfm?adfg=prolicense.sportfishguides*

Before a Trip Begins (see definition above), the Guide must Record:
➢ The 2015 sport fishing license number, permanent identification number (PID) or disabled veteran (DAV) license number for anyone that will fish during any part of the trip, including paying and non-paying (comped) anglers and crew.
➢ The first and last name of each angler in the space provided below their license number.
➢ The word "Youth" in the fishing license space along with the first and last name on the name line for all anglers under the age of 16. Multiple youth anglers on a trip should be recorded as Youth 1, Youth 2 etc.

Complete the logbook through the last charter trip of the season in the following manner:

Returning to a Dock:
➢ Complete and sign the logbook page before offloading any fish from the vessel. If no fish were kept, complete the logbook page before offloading any clients.

No Docking Facilities (e.g. trailered vessels):
➢ Complete and sign the logbook page before the vessel or guide departs the launch/landing site AND before offloading any fish from the vessel.
➢ If no fish were kept, complete the logbook page before the vessel or guide departs the launch/landing site.

No Vessel Used (aircraft, highway vehicles, walk-in, ATVs, etc.):
➢ Complete and sign the logbook page before the guide leaves the fishing site. Fishing site is defined as the location where fishing activity took place.

Multiple Trips per Day:
Use a separate logbook page for each trip if multiple trips where taken during the same day. Complete the logbook page at the end of each trip as described above.

Multiple Day Trips:
Complete a logbook page at the end of each day on which sport fishing guide services were provided. Use a separate logbook page for each day of the trip. Record the port or community of offloading at the end of the multiple-day trip, not the port or location where the vessel anchored or moored each night.

For example, for a five-day trip with only three days of guided fishing, three logbook pages should be submitted, all with different dates fished but with the same port of offloading.

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Return The Logbook Pages Weekly

Fishing activity that occurs prior to April 6, 2015 is due to ADF&G by April 13, 2015; all activity thereafter must be received by ADF&G EVERY WEEK as detailed in the schedule provided on the inside of the front cover of this book. Logbook pages can be submitted to any regional or area ADF&G office or mailed to the address printed on the back of each logbook page.

Responsibility Of Business Owner & Guide

It is the responsibility of the business owner (registered owner of the sport fish business) to ensure that all data for fishing activities from January 1, 2015 through December 31, 2015 is submitted to ADF&G in the manner previously described and within the time frames outlined on the schedule printed on the inside front cover.

It is the responsibility of the guide to ensure that daily trip activity is accurately recorded as described in these instructions.

Vessel Registration

All vessels used in sport fishing guide activities must be registered with ADF&G. All vessels must have a current AK registration number issued by the Division of Motor Vehicles (DMV) or a current USCG documentation number prior to registering with ADF&G. If the vessel has an AK number, the AK number must be displayed during guided fishing operations.

Vessel Decal/Year Tags

One set of ADF&G decals will be issued per registered vessel. Decals must be applied and visible on both sides of the vessel. Decals do not have to be applied directly to the hull of the vessel. Decals can be adhered to wood, fiberglass or plexiglas® which in turn is secured to both sides of the vessel. Decals can be transferred from one vessel to another; as long as the receiving vessel has a current AK registration number from DMV or a current USCG documentation number and has been registered with ADF&G. Annual stickers or tags will be issued as vessels are registered and must be adhered directly to the decal in the designated area. Lost decals and tags can be replaced free of charge at any ADF&G office.

Transferring A Logbook

A logbook is issued to a specific business for a specific vessel. All active vessels must be registered and issued a current year logbook from an ADF&G office. Logbooks may not be transferred between businesses. Only the business the logbook is issued to may use the logbook.

If a vessel belonging to a registered sport fish business is borrowed by another business, the borrowing business must be currently registered and must acquire their own logbook.

If a business substitutes a different vessel for the primary vessel during any part of the season, the original logbook can be used on the substitute vessel for up to seven (7) consecutive days. A temporary vessel used for more than seven (7) consecutive days must be issued a new logbook. ADF&G must be notified (see contact information on page v) with the substitute vessel registration information.

All vessels engaged in fishing with clients on board must be registered and and display the vessel decals.

What A Guide Must Have In Possession While Guiding

While providing sport fishing guide services, a sport fishing guide shall have the following readily available for inspection by request of a representative of the Department of Fish & Game, a peace officer of the state, or law enforcement representative of the National Marine Fisheries Service:

 ➢ a current sport fishing guide registration issued by ADF&G;
 ➢ copy of the current ADF&G sport fishing owner's business registration of the guide's employer;
 ➢ a current Alaska sport fishing license, tags, stamps or permits that are required to engage in the sport fishery for which guide services are being provided;
 ➢ an identification card issued to the sport fishing guide by a state or federal agency that bears a photo of the sport fishing guide. The identification card MUST match the name on the guide registration.
 ➢ per federal regulation a Saltwater Charter Logbook if halibut are being harvested;

Other agencies such as the USCG or National Marine Fisheries Service may have additional requirements. **It is your responsibility to determine what those requirements are.**

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2015 Saltwater Sport Fishing Charter Trip Logbook Page

RETURN TO: 333 RASPBERRY ROAD, ANCHORAGE, ALASKA 99518-1565 •

150000 – 01

LOGBOOK   PAGE

TRIP INFORMATION

The hour the trip ended

Both salmon & bottomfish were targeted. This was a 7 hour trip, 3 hours were spent targeting salmon, 4 hours were spent targeting bottomfish.

Complete this section... additional pages for trips with m... ...ame trip.

DATE FISHED: **7** / **3** 2015   **6**   ○ AM ● PM

Salmon: ...   **3**   Hours Fished

Bottomfish: **1 1 2 1 2 0**   **4**   Hours Fished
Primary Statistical Area

2015 GUIDE REGISTRATION NUMBER...
(assigned to you by ADF&G)

5 0 1 1 6

The complete CHP number must be provided. This operator was using more than one CHP on this trip.

COMMUNITY OR PORT WHERE TRIP ENDED:
(where fish or clients were off-loaded from vessel)

J U N E A U

CHARTER HALIBUT PERMIT (CHP)...
(assigned to you by NOAA)

1 2 3 4 B   Check box if <u>more than one</u> CHP is used on this trip: ☑

GUIDED ANGLER FISH (GAF) PERMIT NUMBER:
(assigned to you by NOAA)

1 8 9 ...

See GAF instructions on page viii.

INDIVIDUAL ANGLER AND CATCH INFORMATION

Complete one row below for <u>each</u> angler who fished this trip.
Record sport fishing license number, printed name <u>AND</u> Alaska residency status for all anglers.
Write "YOUTH" in license number field for anglers <u>under 16</u>.

	AK Resident	Non-Resident	Comped	Crew	Kept / Released	King (28" & larger)	King (under 28")	Coho	Sockeye	Other Salmon	Halibut	GAF Halibut	Lingcod	Pelagic Rockfish	Yelloweye Rockfish	Nonpelagic Rockfish (excluding Yelloweye)	Sablefish (Black Cod)	Salmon Shark
1. **5 5 1 3 1 1 5** License Number **Larry Lure** First Name / Last Name *Larry Lure* Signature	○	●	○	○	K▶						1						3	
					R▶						1							
2. **5 7 1 3 5 5 6** License Number **Igot Halibut** First Name / Last Name *Igot Halibut* Signature	○	●	○	○	K▶						1							
					R▶										1			
3. **5 1 6 3 4 6 6** License Number **Doug Drift** First Name / Last Name *Doug Drift* Signature	●	○	●	○	K▶						1						4	
					R▶													
4. **YOUTH1** License Number **Bryan Baiter** First Name / Last Name *Bryan Baiter* Signature	●	○	○	○	K▶						1							
					R▶									2				
5. **5 6 5 2 0 0 2** License Number **Frank Fisher** First Name / Last Name *Proxy* Signature	●	○	○	○	K▶								1					
					R▶	3												
6. License Number First Name / Last Name Signature	○	○	○	○	K▶													
					R▶													

If halibut were kept in 3A or 2C the angler must provide a signature.

Next to every fishing license number fill in the Non-resident or Resident circle

Fill in the circle if the angler is a non-paying "Comped" angler or a crew member

Youth angler kept a halibut and must sign on the signature line

This licensee holder had another angler proxy fish for him. Record the beneficiary's license number, first and last name and write "PROXY" on the signature line.

The guide must sign the bottom of each logbook page for each trip he/she was in charge of.

CERTIFICATION: I certify that the information provided herein is accurate and true. Falsification or omission of information on this form is punishable under AS 11.56.210(a) and 5 AAC 75.076.

X *Gloria Guidess*   PAGE **1** OF **1**

Form 11-540 (01-2015)

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The 2015 logbook pages are designed to be read by an optical scanner. Your cooperation and neatness in reporting minimizes data entry time and cost, and makes the information available sooner.

1. Use clear and legible handwriting. Print: do not use cursive.
2. Use a black ink pen; do not use a pencil or other color pen.
3. Do <u>not</u> write in the margins.
4. Do <u>not</u> write 0's (zero) if a client did not keep or release any fish during a trip, leave the kept and released fields blank.

X X		0
NO	NO	NO

5. Enter the trip information within the boxes and lines provided. Stay within the "bracketed" space allowed:

2	2	2
NO	NO	YES

Single digits should appear in the right hand column.

6. Please keep the pages and logbook as clean as possible.

ADF&G Contact Information:
Division of Sport Fish, Guide Licensing and Logbook Program in Anchorage, Alaska at
(907) 267-2369, or 267-2299 or email: dfg.dsf.guides@alaska.gov

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Trip Information	
Date	Record the month and day for each trip taken. If two or more trips were taken on the same day, that date will appear on all pages for that day.
Hour Trip Ended	Record the hour the trip ended with the offloading of clients and fish. Round to the nearest hour only: trips ending at or after 5:00 pm but before 5:31pm would be logged as 5 pm and trips ending from 5:31pm to 6:00 pm would be logged as 6 pm. Do not indicate minutes. Fill in the circle for AM or PM. For multi-day trips record the hour that fishing ended on each day.
Guide Registration Number	The 2015 guide registration number issued by ADF&G to the guide that led the fishing trip.
Charter Halibut Permit (CHP) Number and multiple Permits	Record the Charter Halibut Permit (CHP) number used for the trip on the logbook page in the space provided. Write the entire number as it appears on the permit followed by the alpha character, i.e. 1234A. If more than one CHP is used during a trip, check the box next to the CHP number. Complete a separate page for each CHP used during a trip. Unique trip information for each CHP, along with individual angler and catch information must be recorded for each CHP used. Angler license numbers along with kept and released information should be recorded only ONCE per trip. Record all CHP number(s) and CHP Holder(s) names on the front cover of the logbook.
NOAA Guided Angler Fish (GAF) Requirements	If you have a federal GAF permit in 2015 and are allowing clients to harvest halibut under the authority of your GAF permit, record the GAF permit number used on each logbook page where GAF halibut were harvested. If GAF halibut are kept along with non-GAF halibut, record each in its appropriate box.
Port or Community of Off-Loading	The port or community where clients and/or fish were off-loaded at the conclusion of the trip. On a multi-day trip, indicate the community where clients and fish will be off-loaded when the trip is finished.
Primary Statistical Area Fished	Report the 5 or 6-digit statistical area where most of the fish were caught or targeted. Record the statistical area for salmon and/or bottomfish, depending on whether the gear and fishing methods were effectively targeting salmon, bottomfish, or both. Report only statistical areas from maps provided with the logbook for this purpose.
EXAMPLE 1: Only Salmon Targeted	If salmon were targeted, whether any were caught or not, record the statistical area and boat hours fished on the salmon target species line in the trip information section. If bottomfish were caught while targeting salmon only, record the number of bottomfish kept and released in the appropriate columns in the bottomfish portion of the individual angler and catch information section. The statistical area and hours fished should be recorded in the salmon targeted line in the trip information section.

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Proxy Fishing Instructions	
Proxy Fishing Per federal regulation: Halibut may not be taken by proxy fishing.	If an angler is proxy fishing for a beneficiary other than for halibut, that angler MUST have the fishing license or PID/DAV of the person for whom he/she is fishing. Write down the license number of the recipient of the fish (beneficiary), the beneficiary's first and last name, followed by the word "Proxy" on the signature line. Use two records on the logbook page, one for the angler's license number and name and the other for the beneficiary's license number and name. Mark AK Resident in the adjacent column for both. Beneficiaries and those fishing for them must both be residents of Alaska. For permanent licenses (residents only), write down the entire license number, including the preceding alpha character, which can be a P, D, T or Z, e.g. Z50148.
Recording Catch Information	
Recording Catch Information	Indicate the number of fish Kept (retained) and Released (let go) by species or group. Leave the fields BLANK if no fish were kept or released
Guide Signature	The registered guide who led the trip with clients on board MUST sign at the bottom of each page.
Continuing Trip Information	Complete the Page ☐ of ☐ if more than one page is required for this trip, for example, if two pages are required to list all anglers, they would be numbered Page 1 of 2 and Page 2 of 2. The trip information MUST be duplicated on each logbook page used.
Special Instructions & Definitions	
Charter Halibut Permit (CHP)	Federal regulations require that if one or more anglers are catching and retaining halibut in Area 2C or Area 3A, the guide MUST have a valid charter halibut permit (CHP) for the appropriate regulatory area on board the vessel at all times. Record the charter halibut permit number used during a trip on each page. If more than one CHP is used during a trip, check the box next to the CHP number. Complete a separate page for each CHP used during a trip. Unique trip information for each CHP, along with individual angler and catch information must be recorded for each CHP used. Angler License numbers along with kept and released information should be recorded only ONCE per trip. All CHP number(s) and CHP Holder(s) used during the fishing season MUST appear on the front cover of the logbook. The CHP numbers used during a trip must appear on the individual logbook page. A CHP number needs to appear only once on the cover, but recorded on the logbook page each time it is used.
NOAA Guided Angler Fish (GAF) Requirements See the first link under FEDERAL REGULATIONS on page vii for Federal GAF program information	If you have a federal GAF permit in 2015 and are allowing clients to harvest halibut under the authority of your GAF permit, alongside Non-GAF halibut, record the number of each within the appropriate halibut category. NOTE: record the number of Non-GAF halibut kept AND released. Record the number of GAF halibut kept ONLY. You must record your Guided Angler Fish (GAF) Permit Number if GAF halibut are kept.

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Special Instructions & Definitions (Continued)	
2C/3A Operators (operators who fish both 2C and 3A for Halibut)	Federal regulations prohibit retention of halibut from Area 2C and Area 3A during the same charter vessel fishing trip. Contact NOAA for additional federal halibut regulations; see below for contact information.
Angler Signature	Federal regulations require every angler in IPHC Area 2C or 3A (including youth) who keep halibut to sign on the angler signature line directly beneath the angler's first and last name on each page.
"Shakers"	King salmon under 28" in Southeast Alaska must be released upon capture, unless caught in designated terminal harvest areas, or allowed by emergency order.
Pelagic Rockfish	Includes black, dark and dusky rockfish (commonly called "black bass"), yellowtail, widow and blue rockfish. These species of rockfish are uniformly gray, green, brown, or black (see rockfish ID chart in your regulation booklet).
Yelloweye Rockfish	Commonly called "red snapper." Adults primarily orange with a pale yellow line running along the lateral line, juveniles with two bold white lateral stripes. Have yellow eyes. Can grow to 36 inches in length.
Other Non-Pelagic Rockfish	Includes quillback, copper, silvergray, China, tiger, and other rockfish species.
Sablefish (Black Cod)	Sablefish, commonly known as black cod, have a streamlined, elongated body, black to dark gray above fading to gray or white in the belly, with two dorsal fins and small teeth. Larger fish found in deep water, can grow to 40 inches.
Salmon Shark	This is a single species, Lamna ditropis. These sharks are large, firm, dark brown or black on top, with white bellies with dark blotches. Do not include spiny dogfish ("sand shark") or sleeper sharks ("mud sharks") in this category.
All Other Fish	DO NOT record any OTHER fish kept or released.

FEDERAL REGULATIONS

Federal regulations for IPHC Area 2C and 3A (1) authorize guided angler fish (GAF) for the Charter halibut fisheries, (2) prohibit the registered guide and crew members from retaining halibut on any charter vessel fishing trip, and (3) require all anglers in IPHC Areas 2C and 3A who harvest (keep) halibut to sign the logbook, (4) require a saltwater charter logbook be on the vessel if halibut are being harvested.

http://alaskafisheries.noaa.gov/sustainablefisheries/halibut/charter/faq.htm

NOAA CONTACT INFORMATION:

There are numerous differences between State and Federal regulations that govern charter fishing in 2C and 3A, which all operators must be aware of, and operate under. For Additional information on federal charter logbook requirements for halibut, call NOAA Fisheries Office for Law Enforcement (907) 586-7225.
You must comply with the federal halibut regulations described at:

http://alaskafisheries.noaa.gov/regs/summary.htm and http://www.iphc.int

A summary of the federal charter halibut fishery regulations is available at:

http://alaskafisheries.noaa.gov/sustainablefisheries/halibut/sport.htm

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APPENDIX B.
LOGBOOK DATA PAGE RETURN SCHEDULE

Monday to Sunday Activity During the week of:	Postmarked or Received by ADF&G (Mondays):
January 1 – April 5	April 13
April 6 – April 12	April 20
April 13 – April 19	April 27
April 20 – April 26	May 4
April 27 – May 3	May 11
May 4 – May 10	May 18
May 11 – May 17	May 26
May 18 – May 24	June 1
May 25 – May 31	June 8
June 1 – June 7	June 15
June 8 – June 14	June 22
June 15 – June 21	June 29
June 22 – June 28	July 6
June 29 – July 5	July 13
July 6 – July 12	July 20
July 13 – July 19	July 27
July 20 – July 26	August 3
July 27 – August 2	August 10
August 3 – August 9	August 17
August 10 – August 16	August 24
August 17 – August 23	August 31
August 24 – August 30	September 8
August 31 – September 6	September 14
September 7 – September 13	September 21
September 14 – September 20	September 28
September 21 – September 27	October 5
September 28 – October 4	October 12
October 5 – October 11	October 19
October 12 – October 18	October 26
October 19 – October 25	November 2
October 26 – November 1	November 9
November 2 – November 8	November 16
November 9 – November 15	November 23
November 16 – November 22	November 30
November 23 – November 29	December 7
November 30 – December 6	December 14
December 7 – December 13	December 21
December 14 – December 20	December 28
December 21 – December 27	January 4, 2016
December 28 - December 31	January 11, 2016

APPENDIX C.
LATE LOGBOOK SUBMISSION POLICY

LATE LOGBOOK SUBMISSION POLICY

Alaska Department of Fish and Game
Sport Fish Division

INTRODUCTION

Logbook reporting provides Department of Fish and Game (ADF&G) managers with estimates of guided effort and harvest in freshwater and saltwater. It also provides the number of operating businesses, guides, guided vessels, and trips. Information gathered from the logbooks is used to evaluate and adopt regulations based on accurate reporting of guiding activities, and to assure that stocks are managed for the continued benefit of sport fishermen. Logbook information is also used in determining the sport fish industry's economic benefit to Alaska.

The purpose of this policy is to provide staff with guidance in dealing with untimely submissions of logbooks. It provides summaries of the: history and evolution of the logbook program with respect to timeliness of submissions; public information concerning timeliness of submissions, and; business and guide activity as provided by logbooks. It also provides enforcement protocol.

HISTORY AND EVOLUTION

Daily recording of guided trip information and weekly submissions of logbook trip information to ADF&G had been required from 1998 through 2004.

House Bill (HB) 452 was introduced to the legislature to regulate and license sport fishing operators and sport fishing guides in May 2004. This bill passed and became effective in 2005. HB 452 changed sport fish guide and business registration from a voluntary program into a mandatory licensing program. It also added a freshwater logbook program, where previously logbooks were required for saltwater only. The Bill Summary Fact Sheet on HB 452 clearly outlined the penalties for failure to submit timely reports.

5 AAC 75.076(e) stipulates that the holder of a sport fishing operator license is responsible for reporting logbook information and returning the completed logbook of each sport fishing guide it employs to ADF&G in the manner and time frame specified in the logbook.

In 2005, the Division of Sport Fish director and supervisors established a more liberal logbook submission protocol for freshwater operators. Since freshwater logbook requirements were new to the industry, a more liberal submission deadline would allow the industry to acclimate and adjust to the regulations governing timely submission. It was also suggested that since freshwater operators were being allowed a more liberal submission deadline, the same courtesy would be provided to saltwater operators.

The 2005 Freshwater and Saltwater Logbook instructions outlined the submission of all activity in the following manner;

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All fishing activity that occurs between January 1, 2005 through September 30, 2005 must be received by ADF&G offices or postmarked by October 15, 2005. Fishing activity that occurs between October 1, 2005 and December 31, 2005 must be received by ADF&G offices or postmarked by January 15, 2006.

Evaluation of the 2005 data indicated that submission of trip information far removed from when the trip occurred, compromised data quality and accuracy. Operators took advantage of the late logbook submission rule often ignoring the daily trip recording requirement. Due to the late submissions, data cleaning, editing, evaluation and summary reports were likewise delayed and logbook information was unavailable to managers in a timely manner.

In 2006, a weekly submission requirement was re-instated for saltwater operators and became effective for freshwater operators as well. A week of activity ended on a Sunday and was due to ADF&G or had to be postmarked one week and one day, 8 days, later.

This weekly submission schedule has been in effect since 2006. It is outlined in the logbook instructions, and is printed on the inside cover of the logbook.

PUBLIC AND PUBLISHED INFORMATION ON THE WEEKLY LOGBOOK SUBMISSION REQUIREMENTS

In 2004, informational meetings were scheduled and held throughout the state to inform the industry of HB 452 to regulate licensing and logbooks. Guides that attended these meetings were informed of associated regulations.

The Commissioner of ADF&G issued a statement in December 2005 that detailed the strategies for assuring the accuracy of the reporting of Pacific halibut harvest in the saltwater logbook. This statement outlined the weekly reporting requirement to commence in 2006.

Sport fishing guide and charter information, including logbook submission requirements, is available on the ADF&G website: http://www.adfg.alaska.gov/index.cfm?adfg=prolicenses.faqs

Submission requirements are published annually in both the freshwater and saltwater logbooks in text and in a current year calendar,

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Appendix C.–Page 2 of 4.

STATISTICS

Based on the licensing database, the following table provides the number of resident and nonresident guides and charter businesses that were licensed from 2005-2011.

Year	No. Guide Businesses		No. Guides Only	
	Resident	Nonresident	Resident	Nonresident
2005	1,498	149	1,057	696
2006	1,652	178	1,144	763
2007	1,674	199	1,133	832
2008	1,453	206	1,101	896
2009	1,353	176	1,037	705
2010	1,281	171	1,009	702
2011	1,212	161	976	748

Number of freshwater and saltwater trips from 2006 through 2011 by region, based on submitted logbook data, are as follows:

Number of Trips								
Freshwater					Saltwater			
Year	SE	SC	AYK	Total	Year	SE	SC	Total
2006	3,040	39,479	4,262	46,781	2006	39,088	26,583	65,671
2007	3,241	40,557	4,899	48,697	2007	39,599	27,553	67,152
2008	3,113	40,587	4,801	48,501	2008	37,448	24,557	62,005
2009	2,400	31,305	3,849	37,554	2009	28,174	20,332	48,506
2010	2,459	31,267	4,065	37,791	2010	27,821	20,932	48,753
2011	2,430	33,150	4,570	40,150	2011	28,287	20,204	48,491

Data are current as of 04/11/2012. Freshwater region is based on the area code provided by the operator. Saltwater region is based on the statistical area primarily fished as provided by the operator.

FUTURE ENFORCEMENT PROTOCOL

The logbook program coordinator will initiate an acceptable "grace" period consisting of seven (7) additional days beyond the published due dates.

There will be no acceptable level of late logbook submissions beyond the grace period.

ADF&G does not have the staff available to notify business owners of individual late logbook pages. ADF&G will not provide formal notification to business owners when submitted logbook data is delinquent. The business owner is responsible for assuring that all data for fishing activities is submitted to ADF&G in a timely manner.

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Appendix C.–Page 3 of 4.

AS 16.05.815 requires ADF&G to release all logbook information to the Alaska Dept. of Public Safety, Division of Alaska Wildlife Troopers (AWT) at any time a request is received; this is routinely done. An annual summary of late data pages may be provided to AWT after final data cleaning and editing has been completed.

Late submissions: All logbooks turned in past the deadline will be considered late and may be turned over to AWT for action. Requests can be submitted to the logbook coordinator if compelling challenges encountered by the operator delayed logbook submission. The frequency, quantity, and reason for the delinquency will be reviewed by the logbook program coordinator prior to notifying enforcement.

At the discretion of the logbook program coordinator, advance consideration for accepting late logbook submissions will be made on a case by case basis. Notification of expected and unexpected delinquencies on a weekly or monthly basis should be made to the logbook coordinator via phone call or in writing for consideration.

Fishing activity conducted during the last week of December must be received no later than January 15th of the next year (i.e. December 24th - December 31, 2012 activity is due January 15, 2013). Any logbook submissions after the January 15th deadline may be subject to enforcement action (notwithstanding the paragraph immediately above).

This policy is approved as an official policy of the Alaska Department of Fish and Game, Sport Fish Division.

EFFECTIVE: _7/1/2012_
　　　　　　　　　Date

APPROVED:
　　　　　　　　　Charles O. Swanton, Director

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Appendix C.–Page 4 of 4.

APPENDIX D.
LOGBOOK RECEIPT REPORT

ADF&G Logbook Data sheet report (*for office use only*).

Each area office that receives saltwater and freshwater logbook data sheets directly from a charter guide operator will maintain this log to record the receipt. Maintaining the log protects ADF&G staff in the event an operator claims to have dropped off his logbook pages, but we have no record of it. It will also help to determine if a logbook page has been lost in transit between an area office and RTS in Anchorage. This log is for staff protection only and is not intended to be forwarded to RTS at the end of the year.

Date	How Received		Logbook Type		Logbook Number	Logbook Pg. No.	Date sent to RTS	Staff Name
	Walk-in	Drop Box	SW	FW				

To be continued and maintained as needed

APPENDIX E
LOGBOOK DATA ENTRY APPLICATION

Appendix E1.–ABBYY Saltwater Logbook data entry application screen; receipt of batch from scanner.

Appendix E1.–Logbook data entry application; initial screen showing scan import and entry screen.

Note: Confidential information is not included in this image scan.

Appendix E2.–Data entry screens for Saltwater Angler record.

Note: these screens are repeated for each angler on record, to a maximum of 6 anglers.

**APPENDIX F
LOGBOOK DATABASE STRUCTURE**

Appendix F1.-Logbook database structure.

The Slogbooks table holds all of the Saltwater Logbook check out information for all years since 2005. The sb_LicNum must contain a valid Guides.gu_LicNum value for the relative data year in order for any entries to be made to the table. A valid logbook number entry

sLogbooks

Column Name	Condensed Type	Description
sb_id	int	Unique record identifier
sb_LogBookNum	int	Logbook number - first number should relate to year
sb_IssueNumber	int	Series number if multiple logbooks are issued for a vessel
sb_IssuedTo	varchar(50)	Person the logbook is physically issued to
sb_LicNum	int	SF Guide License number for business
sb_IsVessel	bit	Bit flag indicating if a vessel is used
sb_VesselID	varchar(20)	State Vessel ID (AK Number)
sb_VesselName	varchar(30)	Vessel Name
sb_VesselInfo	varchar(30)	Other vessel information -make, model, etc
sb_HomePort	varchar(30)	Port that the vessel normally off loads at
sb_DeptRep	varchar(50)	ADFG Department representative
sb_AreaOffice	varchar(20)	ADFG OFfice that distributed the logbook
sb_IssueDate	smalldatetime	Date of Issue
sb_Comments	text	Misc comments
sb_Keyid	varchar(15)	User ID of data entry person
sb_Keydate	smalldatetime	Date keyed into the system
sb_DataYear	int	Fishing data year that the logbook applies to
sb_LastUpdateID	varchar(15)	User ID of person to make the most recent change to the logbook record
sb_LastUpdate	smalldatetime	Date of most recent change to the logbook record
sb_IsInactive	bit	Bit flag indicating that the operator notified ADFG that the vessel will not be active after all

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All logtrip entries are entered into the Slogtrips table during the season. Prior to 2006, species harvest values were aggregated at the trip level which is why you see columns related to harvest. These are for historic (2005) purposes - 2006 and later record harvest at the angler level (SAnglerHarvest) and only trip specfic information (stat area, port, date, etc) are recorded in SlogTrips.
A Logbook Number must exist in Slogbooks table for any entries to occur.

sLogTrips

	Column Name	Condensed Type	Description
🔑	sl_Id	int	Unique ID assigned by SQL when added
	sl_LogBookNum	int	Unique printed Logbook number from the upper right hand side
	sl_LogPageNum	int	Printed number on bottom right of log sheet
	sl_LogDate	smalldatetime	Date of trip as entered on the Log sheet
	sl_LicNum	int	Guide License Number
	sl_PortSite	varchar(30)	Port site of unloading. Entries should match GDLog_Rpts.dbo.Ports entries but can be over ridden
	sl_TClient	int	Total Clients on Ship
	sl_RClient	int	Number of Resident Clients that fished
	sl_NClient	int	Non-Resident clients that fished
	sl_Crew	int	Number of Crew members that fished
	sl_PrimeSalm	int	Primary Salmon Fishing Stat Area. Entries should match GDLog_Rpts.dbo.Fisharea entries but can be over ridden.
	sl_RodSalm	int	Number of rods used Salmon Fishing
	sl_HrsSalm	decimal(5, 2)	Number of Hours spent targeting Salmon
	sl_DayNum	int	Day number of the Trip
	sl_TotalDays	int	Total Days that this trip has been fishing
	sl_PageNum	int	Page number of the total pages used to record this trip
	sl_TotalPages	int	The total number of pages used for this trip - has nothing to do with the actual page number printed on the sheet
	sl_KingLKept	int	Number of Large King Salmon Kept
	sl_KingLRel	int	Number of Large King Salmon Released
	sl_KingSKept	int	Number of Small King Salmon Kept
	sl_KingSRel	int	Number of Small King Salmon Released
	sl_CohoKept	int	Number of Coho Salmon Kept
	sl_CohoRel	int	Number of Coho Salmon Released
	sl_SockKept	int	Number of Sockeye Salmon kept
	sl_PinkKept	int	Number of Pink Salmon Kept
	sl_ChumKept	int	Number of Chum Salmon Kept
	sl_PrimeBott	int	Primary Bottomfish Stat Area. Entries should match GDLog_Rpts.dbo.Fisharea entries but can be over ridden.
	sl_RodBott	int	Number of rods used Bottom Fishing
	sl_HrsBott	decimal(5, 2)	Number of Hours spent tageting Bottom Fish
	sl_PRockKept	int	Number of Pelagic Rockfish Kept
	sl_PRockRel	int	Number of Pelagic Rockfish Released
	sl_ORockKept	int	Number of Non Pelagic Rockfish Kept
	sl_ORockRel	int	Number of Non Pelagic Rockfish Released
	sl_LingKept	int	Number of Ling Cod Kept
	sl_LingRel	int	Number of Ling Cods Released
	sl_SharkKept	int	Number of Salmon Sharks Kept
	sl_SharkRel	int	Number of Salmon Sharks Released
	sl_Comments	text	Misc User Comments
	sl_keyId	varchar(15)	User ID of person whe entered the original into the DB
	sl_keydate	smalldatetime	Date the record was keyed by DE
	sl_DateRcvd	smalldatetime	Date the page was received in Data Entry
	sl_LastUpdateId	varchar(15)	User ID of last person to make an update
	sl_LastUpdate	smalldatetime	Date stamp of last update
	sl_FirstForm	bit	Bit flag for identifying the first form fished
	sl_LastForm	bit	Bit flag for identifying the last form fished
	sl_Processed	bit	Bit flag for processing identification
	sl_DataYear	int	Data Year that the logbook was issued for and data collected

Beginning in 2006, Harvest data is collected at the individual angler level. Table SAnglerHarvest holds the harvest data for each angler and must have a valid SlogTrips.sl_Id value (sa_TripId) before any data can be entered. For any trip aggregations needed use the SAnglerHarvest.sa_TripId = SLogTrips.sl_Id join statement.

SAnglerHarvest

	Column Name	Condensed Type	Description
🔑	sa_Id	int	Unique record identifier
	sa_TripId	int	Trip Id - Foreign Key relationship to SlogTrips table
	sa_LicNum	char(7)	Client or Crew sport fishing license number
	sa_IsRClient	bit	Bit flag indicating that client is a resident
	sa_IsNClient	bit	Bit flag indicating that client is Not a resident
	sa_IsCrew	bit	Bit flag indicating that angler is a crew member
	sa_IsUnknown	bit	Bit flag indicating that client residency or type was not recorded on the log trip form
	sa_KingLKept	int	Number of Large King Salmon caught and kept by this angler
	sa_KingLRel	int	Number of Large King Salmon released by this angler
	sa_KingSKept	int	Number of Small King Salmon caught and kept by this angler
	sa_KingSRel	int	Number of Small King Salmon released by this angler
	sa_CohoKept	int	Number of Coho Salmon caught and kept by this angler
	sa_CohoRel	int	Number of Coho Salmon released by this angler
	sa_SockKept	int	Number of Sockeye Salmon caught and kept by this angler
	sa_PinkKept	int	Number of Pink Salmon caught and kept by this angler
	sa_ChumKept	int	Number of Large Chum caught and kept by this angler
	sa_HalKept	int	Number of Halibut caught and kept by this angler
	sa_HalRel	int	Number of Halibut released by this angler
	sa_LingKept	int	Number of Ling Cod caught and kept by this angler
	sa_LingRel	int	Number of Ling Cod released by this angler
	sa_PRockKept	int	Number of Pelagic Rockfish caught and kept by this angler
	sa_PRockRel	int	Number of Pelagic Rockfish relased by this angler
	sa_YRockKept	int	Number of Yelloweye Rockfish caught and kept by this angler
	sa_YRockRel	int	Number of Yelloweye Rockfish released by this angler
	sa_ORockKept	int	Number of other Rockfish caught and kept by this angler
	sa_ORockRel	int	Number of Other Rockfish released by this angler
	sa_SharkKept	int	Number of Salmon Shark caught and kept by this angler
	sa_SharkRel	int	Number of Salmon Shark released by this angler
	sa_OtherKept	int	Number of Other species not listed kept
	sa_Comments	text	Misc comments
	sa_keyId	varchar(15)	User ID of Data entry person
	sa_keydate	smalldatetime	Date and time that entry was added
	sa_LastUpdateId	varchar(15)	User ID of the last person to make a change
	sa_LastUpdate	smalldatetime	Date of last update to the recoe
	sa_Processed	bit	Bit flag for processing - not currently used
	sa_DataYear	int	Year that the angler harvest occured in

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All trip records are copied into a distinct table for the specific year (always named with the format SLogTripsYYYYC). This table is referred to as the 'Corrected Trips' table and all Data analysis is run against it and any changes made trigger a write to the Changelog table.

slogTrips2006C

Column Name	Condensed Type	Description
slc_Id	int	Unique record ID taken directly from Slogtrips
slc_LogBookNum	int	Logbook number
slc_LogPageNum	int	Logbook page number as printed in the lower right corner
slc_LogDate	smalldatetime	Date the trip occurred
slc_LicNum	int	License number of the primary guide
slc_PortSite	varchar(30)	Port Site of off loading
slc_TClient	int	Total number of clients
slc_PrimeSalm	int	Primary stat area where Salmon was the principal target
slc_RodSalm	int	Number of rods used targeting salmon
slc_HrsSalm	decimal(5, 2)	Number of hours spend targeting salmon
slc_PrimeBott	int	Primary stat area where Bottomfish was the principal target
slc_RodBott	int	Number of rods used targeting bottomfish
slc_HrsBott	decimal(5, 2)	Number of hours spent targeting bottomfish
slc_DayNum	int	Day number of the trip - used for multi day trips
slc_TotalDays	int	Total number of days for the trip
slc_PageNum	int	Page of the total number of pages used to record this trip
slc_TotalPages	int	Total number of pages used to record this one trip
slc_Comments	text	Misc comments
slc_DataYear	int	Year in which the activity took place

All angler harvest records are copied into a distinct table for the specific year (always named with the format SAnglerHarvestYYYYC). This table is referred to as the 'Corrected Angler Harvest' table and all Data analysis is run against it and any changes made trigger a write to the Changelog table.

sAnglerHarvest2006C

Column Name	Condensed Type	Description
sac_Id	int	Unique record identifier taken from slogtrips table
sac_TripId	int	Trip Id - Foreign Key relationship to SlogTripsXXXXC table
sac_LicNum	char(7)	Client or Crew sport fishing license number
sac_IsRClient	bit	Bit flag indicating that client is a resident
sac_IsNClient	bit	Bit flag indicating that client is Not a resident
sac_IsCrew	bit	Bit flag indicating that angler is a crew member
sac_IsUnknown	bit	Bit flag indicating that client residency or type was not recorded on the log trip form
sac_KingLKept	int	Number of Large King Salmon caught and kept by this angler
sac_KingLRel	int	Number of Large King Salmon released by this angler
sac_KingSKept	int	Number of Small King Salmon caught and kept by this angler
sac_KingSRel	int	Number of Small King Salmon released by this angler
sac_CohoKept	int	Number of Coho Salmon caught and kept by this angler
sac_CohoRel	int	Number of Coho Salmon released by this angler
sac_SockKept	int	Number of Sockeye Salmon caught and kept by this angler
sac_PinkKept	int	Number of Pink Salmon caught and kept by this angler
sac_ChumKept	int	Number of Chum Salmon caught and kept by this angler
sac_HalKept	int	Number of Halibut caught and kept by this angler
sac_HalRel	int	Number of Halibut released by this angler
sac_LingKept	int	Number of Ling Cod caught and kept by this angler
sac_LingRel	int	Number of Ling Cod released by this angler
sac_PRockKept	int	Number of Pelagic Rockfish caught and kept by this angler
sac_PRockRel	int	Number of Pelagic Rockfish relased by this angler
sac_YRockKept	int	Number of Yelloweye Rockfish caught and kept by this angler
sac_YRockRel	int	Number of Yelloweye Rockfish released by this angler
sac_ORockKept	int	Number of other Rockfish caught and kept by this angler
sac_ORockRel	int	Number of Other Rockfish released by this angler
sac_SharkKept	int	Number of Salmon Shark caught and kept by this angler
sac_SharkRel	int	Number of Salmon Shark released by this angler
sac_OtherKept	int	Number of Other species not listed kept
sac_Comments	text	Misc comments
sac_DataYear	int	Year that the angler harvest occured in

The SWSurveys table holds harvest information received from
the post season angler survey. It is used by Research Analysts
to verify the accuracy of the Logbook reporting program

SWSurveys

	Column Name	Condensed Type	Description
🔑	ss_Id	int	Unique Record ID
	ss_LicNum	varchar(7)	Angler Sportfish License Number
	ss_IsUndeliverable	bit	
	ss_IsGuided	bit	Bit Flag showing if Angler acknowledges using a hired charter service
	ss_IsMultiTrip	bit	Bit flag showing that they hired a charter service for more than one trip
	ss_TripDate	smalldatetime	Date of last trip taken
	ss_BusinessName	varchar(80)	Name of Charter Service
	ss_VesselName	varchar(30)	Name of chartered vessel
	ss_HalKept	int	Number of Halibut Kept
	ss_HalRel	int	Number of Halibut Released
	ss_KingKept	int	Number of King Salmon kept - includes large of small
	ss_KingRel	int	Number of King Salmon Released
	ss_RockKept	int	Number of Rockfish Kept
	ss_RockRel	int	Number of Rockfish released
	ss_OtherKept	int	Number of Other species kept
	ss_OtherRel	int	Number of other species released
	ss_OtherDesc	varchar(30)	Description of Other species kept or released
	ss_Comments	text	General comments
	ss_KeyId	varchar(20)	Key ID of data entry person adding this record
	ss_KeyDate	smalldatetime	Date that the survey was keyed into the system
	ss_LastUpdateId	varchar(20)	Key ID of last person to edit this record
	ss_LastUpdate	smalldatetime	Date of last edit to this record
	ss_Mailing	int	Survey mailing number
	ss_DateRcvd	smalldatetime	Date completed survey received by RTS
	ss_DataYear	int	Fishing year that the survey applies to

The Changelog table holds the old and new values of any
records changed by Research analysts as they are cleansing the
data in the Corrected tables.

ChangeLog

	Column Name	Condensed Type	Description
🔑	id	int	Unique record identifier set by SQL Server
	recid	int	Unique identifier for the record of the associated table record
	oldValue	varchar(50)	Value as it was prior to the change
	newValue	varchar(50)	New value of the associated data element
	fieldName	varchar(50)	Name of the data field that has had the change
	tableName	varchar(50)	Name of the table that has had the change
	changeDate	smalldatetime	Date and time that the change took place
	keyId	varchar(50)	User ID that made the change
	dataYear	int	Data year - so that changelogs can be easily stripped out for archiving purposes

APPENDIX G.
SALTWATER LOG PAGE VERIFICATION PROCEDURES

SALTWATER LOG PAGE VERIFICATION PROCEDURES

PRE-SEASON PREPARATION

➢ Starting in March contact Kirk Brogdon – inform him that you are just checking to see where he is at setting up the current year entry for Saltwater. This would just be a courtesy so he knows that you are anticipating the new fishing season. He will give you a time frame as to when the application will be ready for a trial run. Once the application is ready, Kirk will contact you.

➢ When Saltwater pages start coming in begin the data entry process to make sure all the fields are working properly. If there are any problems address them immediately with Kirk. (Follow Procedures for scanning on pgs. 2 &3 - verification on pgs. 7 - 11)

➢ Once all the problems have been resolved – data entry process is ready to go.

The OA1 is responsible for preparing (cleaning) all log pages for scanning.
The procedures for cleaning log pages are listed on pgs. 15 – 20.

Logbook Lead is responsible for scanning all the log pages for data entry staff.
Make sure that there is always enough scanned log pages to keep everyone working.

Saltwater Log Page Scanning Procedures

Once logged in you are ready to begin scanning.
(Log in to computer associated with the scanner as you would log into your personal computer)

- ➢ Once logged in be sure to check the Saltwater Hot folder as to when the last importing process started. Saltwater pages are set up to import every 2 hours. It is best not to be in the middle of a scanning job while the import is going on. The import process does have a tendency to mix up the batches if you are in the middle of a scanning. If you scan pages and know that the import process is about to start, stop scanning and continue after all the pages you previously have scanned are imported into batches.
- ➢ Choose Capture Perfect (looks like a computer mouse) icon
- ➢ Select Saltwater Log Trips
- ➢ **Prepare Log Pages**
  A batch consists of 100 log pages. To begin scanning count out 25 log pages only and scan. Keeping the scanning batches to only 25 log pages make it easier to track the number of log pages being scanned. As you count out the 25 pages take a little bit of time with each log page to make sure that the corners are not bent, torn pages are taped, and the information at the top of the log page is correct. Reviewing the log page is like a second pair of eyes checking for accuracy. Pull any log pages out before scanning that may need additional information from the guide and give to OA1 for follow up call.
- ➢ **Begin Scanning**
  Begin scanning your batch of 25 - monitor the counter at the bottom of the log page scanned image (on computer screen) and the counter on the scanner to make certain that they match. If both counts are the same continue, but, if the count is off this indicates a problem and needs to be researched before continuing to scan more pages. (See note on Problems on pg. 3) On the first page of each batch (100 pages) place a small sticky, this allows data entry to list the batch number they are working on. If there were a need to find an original log page this can be done by the batch number. Continue the scan process until you have scanned all the log pages needed. Don't forget the sticky on first page of each batch of 100. This is how data entry pulls batches.
  Again, make sure after each 25 log pages that are scanned the count is verified

➢ **Problems**

To correct/find missing pages – go into the short cut on the desktop labeled **Logbooks Hot Folder** and open it. The folder will contain all the log pages that have been scanned. Click on the last scanned file listed in the hot folder. Starting from the bottom of your scanned stack (of 25) verify scanned images to find the missing scan. Once the missing scan is located, pull the log page that was not scanned from the batch of scanned pages and place on the top of the next batch to be scanned. Adjust the number of log pages of the next batch to accommodate the missing numbers. Continue on.

To remove a bad scan from the Hot Folder, click on the image to be deleted. At the bottom of the image there is a Red X. Clicking on the X will delete the scan from the hot folder. Make sure to rescan the deleted log page. (Reminder – this will change your count – this will be something you will need to note.)

➢ **Scanning complete**

After scanning the desired number of log pages (the count should be the same on the computer screen and scanner) proceed to stop scanning and exit out of Capture Perfect (X).

Reminder – importing process is set to start every 2 hours.

➢ **Scanned date**

A label on the front of the banker box should indicate the range of dates scanning took place and the actual start and stop date of data entry. It also will include a space to note all the batch numbers that are verified in each box. Keep a continuous count of the boxes – this also helps to keep the boxes in order as to the month of the log pages verified.

2014

SALTWATER LOGBOOK

SCANNED DATES

START_____**END**_____

VERIFICATION DATES

START_____**COMPLETE**_____

BATCH #'S

Helpful Hints

Insert Key – when starting the verification process hit the Insert key. This will allow you to key over data already in the fields.

Ctrl B – View Batch List

F4 – Will take you to the next page
- Use after verification of each page is complete. Will bring up the next page of the batch you are working in.

F8 – Use after you have completed verification of all the log pages in the batch.
- Box will ask if Batch is Complete - **OK**

F7 – After using F8 – Use F7
- Box will ask if you want to save the batch – **YES**
  This will then take you back to see all the batches available. Choose the next batch and follow directions for Annex pages/Verification.

SALTWATER DEFAULTS

Defaults can be used when an operator has been called but does not respond to OA1 request for missing information.
OR
Late in the season the OA1 will discontinue making calls to operators. This is due to the lateness of the season and the fact most operators have left the state and closed up their businesses.

Problem	**Default**
Missing date fished	01/01/90
If only month is provided enter as (i.e.)	06/01/90
Missing hour trip ended	7 am
(When a log page has pm designated but no time, change pm to 7 am so we can be consistent)	
Missing GL#	99999
Missing port where trip ended	Type in " Blank "

All mandatory fields must have data. If a field is not mandatory it will allow you to leave it blank.

Saltwater Log Page Verification

Verification Station – This can be set up as a short cut on desk top

Open Project
- This is where you are able to choose the project you will be working in (i.e. logbooks).
- If project is not listed "Browse from Server"
- Select Role
- Open Existing Project from Application Server – Hit OK
- Select Project from List – Hit OK
- Select Role
  - o Choose between Senior Verification Station
     Senior Verification Station will allow you to see all the batches at one time
  - o Verification Operator
- Once choice has been made you will be in the next screen that lists two categories.
  - o Exceptions – there should never be any batches listed in this file. If so contact Kirk Brogdon, explain to him that there is a batch showing up in this folder and he will research. Once problem is corrected he will let you know.
  - o Verification – this is where you will be able to see all batches ready for verification.
- Click on Verification – right click – click Explore Quere. This will list all the batches to be verified.
- Go to the heading Batch Name – click on the tool bar – this will put all batches in batch order (order in which they were scanned). Batches for Saltwater should be listed as SW HF ID9999 (i.e.)
- Click on the first batch listed – to open Get Task or double click on the highlighted batch.
- You should be able to see all the pages scanned for that batch. Click on first log page to open.

Annex Pages – These are pages the program did not recognize during the import process

As you enter each new batch – check for **Annex** pages (This seldom happens in Abby 10, but good to get in the habit of checking)

- Click on the gray bar above **NAME** – this will bring any pages Abby was unable to recognize to the top of the list. Check to see if any of the pages are listed as **'Unknown'**. Highlight any **'Unknown'** log page(s) – right click and choose **Match Document Definition.** Select Document Definition box will appear with the project you are working on listed – Hit OK. The matching process will proceed. All log pages should now read
    - ✓ Name – Saltwater Charter Trip
    - ✓ Previous Page - Recognition
- Numeric Order – to put the log pages back in sequential order – click on the **#** column in the upper left corner.

Page Layout Set Up

This should be done the first time you start Saltwater Verification. Once set up is completed the Layout will stay the same unless you change it.
- Double click on the first logbook page.
- The verification screen will be divided by a blue bar. Follow the blue bar to the right – Layout.
- Click on Layout – Select data mode to arrange screen to your personal preference.
- Double clicking on the Blue Bar will hide or show the list of pages for verification.

Verification

- Place in front of you the log pages of the batch you are working as you proceed through the verification process. When you pull a batch make sure it begins and ends with the correct log page.
- Be sure to turn your log pages as you go down through your batch. You should always have the current page you are working on in front of you. This is most helpful especially if something is not legible on the screen, or if you need to delete the page.
- Open your batch and click on the first log page listed. This prepares the first log page for verification. Double clicking on the blue bar will hide the list of log pages or drag up or down to create your personalized screen.

Begin Verification

Once you have the first log page of the batch displayed the program will list any problems for that page it cannot verify in an Error Box. This information will show up according to how you had initially set up your display of the log page (To the Right, left, top, bottom).

Example: No record found (Bottom fish Stat Area)
No port listed

As you go through the verification process and come across the errors listed and correct, the messages will go away.

You will be using your Enter Key throughout the verification process of each page to continue on from one field to the next. As you go through the fields some of the data will be recognized by Abby. These fields will need to be verified for accuracy and correct any field that contains incorrect data. There are fields that have been sent up by the programmer that are left blank for manual entry. Be very diligent in watching the fields as you progress through the page.

Verification
- Date received – Date stamped at the top of the log page.
- Logbook Number – key log book number twice
- Logbook page number
- Trip Start Month
- Trip Start Day
- Ending Hour
- Trip Start AM/PM
- Guide license – license number should be from 1 to 5 digits only.
  If the guide license is more than 5 digits – give to OA1 for follow up. An incorrect number could be a confirmation #, FLN, or USCG.
- Salmon Stat Area – should be a 6 digit number
  Exception: Kodiak salmon fishing stat area should be 5 digits starting with a 2.
- Salmon Duration – Hours Fished – If guide is using hours with decimal round up to next full hour (i.e. – 3.5 would be entered as 4). This does not need to be noted on the log page.
- Bottom Fish Stat Area – should always be a 6 digit number
- Bottom Fish Duration – Hours Fished – If guide is using hours with decimal round up to next full hour (i.e. – 3.5 would be entered as 4). This does not need to be noted on the log page.

- Charter Halibut Permit (CHP) – 4 digit number followed by a letter

- Community or Port where the fishing trip ended
  - Make sure port is in the drop down list
  - If port is not listed – key what guide has written. This will show up as an error but you will be able to continue on.
  - If port is blank – forward to OA1 as long as she is still calling on Ports otherwise type in Blank as stated on SW Defaults pg. 6.

If any of this information is missing or incorrect – delete page and forward to OA1 for follow up.

- Angler Count – the total number of anglers fished including any comp or crew members. If multi pages were used for a trip, total all anglers, including comped, and crew that fished from all the log pages pertaining to that trip. All pages should have the same client total written as the first page. If more than one page is used for a trip the guide will number pages accordingly. (i.e. – first page would be 1 of 4, second page 2 of 4, etc.
- Guided Angler Fish Number (GAF) – guide will list their GAF # if they are fishing GAF Halibut.

Continue on with the Individual Angler and Catch information.

- Angler – Fishing License Number (FLN) – a 7 digit number beginning with the number for the current year (i.e. – 2014 FLN should start with a 4.).
  Angler FLN could also be a Permanent ID (PID) these start with a P, Z, D – then 5 or 6 digit number.
  Enter Youth Angler as:
  - ✓ Youth Angler – Youth1, Youth2, etc.
    Guide will occasionally list a youth angler with a birth date. OA1 should have caught this and wrote in Youth 1, etc. If you see that a change has not been made when you're in the verification process, please correct.
  Enter missing FLN as stated below only after all calls are made to operator and they are unable to provide a FLN
  - ✓ Missing FLN – Blank1, Blank2, etc.
  - ✓ There may be times when a weird number is written in as a FLN. If call has been made and no response or after we discontinue the calls, just key what you see and note in comments.

- Residency – Guide will fill in the circle indicating whether angler is a resident or non-resident. An angler could also be a crew member or comped (did not pay for trip). In this case the guide will choose the residency and either crew or comped.

If there is a problem with any of the FLN's or missing residency as listed above – delete the page from the batch and forward it to the OA1 for a follow up call.

Recording Catch

Continue entering through the species – all catch should be entered manually. The Program is set up not to read the totals caught for each species.

- After you have entered Angle FLN, Residency, the next field will be catch for each species. You will need to enter through each field until you come onto the catch for the angler. After entering continue on through all the fields. You will do the same as above for all anglers.
- If you find an angler FLN missing and but has catch recorded forward to OA1 for follow up. Maybe guide forgot number or catch was recorded in error. If follow up is needed be sure to void page from batch.
- Trip Page number/total – this should indicate whether one page or more than one page is used for a single trip. Single trip (guide only has up to 6 clients) will be enter as 1 of 1. If more than one page is used for a trip the guide will number pages accordingly. (i.e. – first page would be 1 of 4, second page 2 of 4, etc. **During the fishing season, operators that use multiple pages for a trip will sometime need to split their fishing trip between two log books. This should be caught as OA1 cleans the pages, but at times this is missed. When this happens you will need to change the page number from the new book to match the log book number on the old log book. Example - guide uses pages 49 & 50 of log book # 14555 and then uses pages 1 & 2 from log book # 14558 to accommodate all the clients for that trip. Be sure to change the log book number 14558 to 14555 and then change the page #'s from log book 14558 pages 1 & 2 to pages 51 & 52. The pages numbers at the bottom should be listed as 1 of 4, 2 of 4, 3 of 4 and 4 of 4.**
- Comments – if for any reason you had to correct something on the log page after it is scanned please enter what you corrected and why in the comment box. If it is regarding an angler, comment should be made for that angler.

Once you've keyed through the log page the error messages should clear from the error box. If an error message is still showing click on it and the program will take you to the problem on the log page. Verify and go on.

- To save the log page use **F4** – this brings up the next log page for verification.

- After hitting F4 you may be taken back into the log page you were working on indicating that something has been keyed incorrectly. Correct, F4 again and all should be good. Hit enter – this will take you to the beginning of the new page.

If the log page does not save, research the problem. If the problem requires a call, delete the page from your batch and give to the OA1 for a follow up call to the operator.

Be sure to turn your log pages as you go down through your batch. You should always have the current page you are working on in front of you. This is most helpful especially if something is not legible on the screen, or if you need to delete.

Delete Log Page – be aware of what log page you are deleting. The document you are presently working in is listed on the blue bar to the left. If that is the page that needs to be deleted from your batch – click on the page (highlight), right click, delete.

Continue the verification process until your batch is complete. On the blue tool bar above the log page you are working on to the right click on the X. This will give you the ability to see whether all the log pages have been verified. Under Status it will state Verified. Meaning the log page has been 100% verified. Also check under Name column – to the right of Saltwater Charter Trip Log Books that there are no red or yellow flags showing. A Red flag means page is has not been verified, yellow meaning that there is an error on that page. Go to each of these pages to correct. It may be that a guide has over harvested a species. These are to be ignored and the Research Analyst will follow up on.
 Bad stat area, etc. – delete page and forward on to OA1 for follow up.
Once you have checked all the log pages – click on Close Task.
The completed batch you were working on will go away and you will be able to click on the next batch and continue on with verification. Follow Verification steps again if needed.
If you are in the middle of a batch at the end of the day, you will need to postpone your batch.
At the top of the screen click on Task – Postpone Task – Enter you name in the box – okay.
The next day you will be able to resume the batch you were working on.

Work with Supervisor regarding the schedule for the completion of Saltwater. Supervisor will inform you as to what months need to be completed and when before starting another project.

END OF YEAR SALTWATER PROCEDURES

After all log pages have been verified for the year and the project is coming to a close the following needs to be completed.

Weathered/Voids /Cancelled Trips/Clamming/Crabbing
- ➢ During the year all log pages stated above are filed in a folder labeled Saltwater Voids.
- ➢ Project Lead will go through the file making sure that all the pages say weathered /void/etc.
- ➢ Project Lead will meet with the Research Analyst to review all log pages in the folder.
- ➢ Research Analyst will pull any pages that need a second look and meet with the Supervisor of Log Book program to discuss whether pages are a legitimate trip.
- ➢ Once all log pages are reviewed – any pages that are considered a trip need to be verified. Follow directions starting with Saltwater Log Page Scanning Procedures (Pgs. 2 – 11).

Saltwater Logbook Pages Not to Enter

If **VOID** is written on the page
1) If fish are listed then the database will need to be checked to see if the data was transferred to another page (hopefully it was)
2) If no fish are listed we take the guides word for it and the page is not included.

If **VOID** is not written
1) If hours fished is written as zero and no fish are listed then don't include the page, even if an end time is written
2) If no hours fished are written and no fish are listed don't include the page, even if an end time is written
3) If no end time, hours fished or fish are listed don't include the page.

SCANNING OF SALTWATER WEATHERED/VOID LOG BOOK PAGES

SCANNING OF WEATHERED/VOID/CANCELLED TRIPS/CLAMMING/CRABBING LOG BOOK PAGES

- All log pages should be put in order
- Open Capture Perfect
- SW Weathered - choose from the drop down list
- Scan all pages using the scanning procedures listed on pgs. 2 & 3

Once all pages have been scanned – contact Kirk– he will do the import on these pages.
(Contact Kirk only if he does not have the import process set up on a timed import)
After all pages have been imported proceed to the verification process.

VERIFICATION OF SALTWATER SCANS

- ➤ Verification Station
- ➤ Open Project - choose Scans
  If the project is not listed:
    - Browse from Server
    - Open Existing Project from Application Server – Hit OK
    - Select a Project – SCANS – Hit OK
- ➤ Select Role - Senior Verification or Operator Verification (Note: Senior Verification will allow you to see all the project batches to be verified)
- ➤ Highlight Verification – right click – Explore Quere (this will list all batches needing to be verified).
- ➤ Highlight a batch you need to verify (If you look under Batch Name each project to be verified will be listed as SW Log Trips (i.e. SW Log Trips HF ID 9999). Under the scans project more than data entry staff is using this project title for processing their scans. Make sure you choose only the batches with the above title (SW)

➢ Get Task (this will display all scans to be verified in the batch). They should say SW Trip Pages.

  Click on the column listed as Name within the blue bar. This will bring any log pages to the top that Abby could not process. These scans will be listed as **Unknown.**

  Follow the directions listed on pg. 8 under Annex Pages.

➢ Previous Stage – this will indicate whether the log pages have been recognized by Abby or not. The log pages will be labeled as Recognition (meaning that these need to be verified) or Export (these pages were recognized by Abby and are ready for export).

➢ Process Scanned Images – you will be verifying only scans that Abby does not recognize. Enter through log book number and page number then use F4 to go from one scan to the other.

➢ When the batch has been verified check to the right of the each image completed to make sure that there are no red or yellow flags showing.   Check all flagged pages to see what within the page did not get recognized. Once all scans are okay, Close task. If more batches are available follow the directions starting with highlight a batch (pg. 14) until all of the batches have been verified.

➢

Note:

Before you highlight Verification to Explore Quere, please make sure that all the batch numbers show up under Verification and not Exceptions. If there are any batches under Exceptions contact Kirk. He will review and correct, after correcting he will notify that everything is ready for verification.

LOGBOOK (BOTH SALTWATER AND FRESHWATER) FOLLOWUP REVIEW FOR LOGBOOK SEASON

A. Conducting follow up phone calls to operators and guides:

A. Items that **WILL** require follow-up and completion:

- ➤ Missing Date Fished,
- ➤ Missing Guide License #,
- ➤ Start time in hours (8:30 = 8:00, 8:31 = 9:00)
- ➤ Missing site fished or site code # (**FW**).
- ➤ Missing Port or Community of Off-Loading (make sure that it hasn't been noted on the last page of a multi-day trip before calling),
- ➤ Missing stat area **(SW)** or site code # **(FW),**
- ➤ Missing No. of boat hours fished,
- ➤ Missing client information (license #, first and last name, and residency) Client signatures if halibut is retained **(SW).**
- ➤ Missing residency information even when only comped or crew anglers are listed.
- ➤ Missing client information (license #, and residency) (**FW**)
- ➤ Missing Guide signature for **SW** and **FW (notify but don't hold up the process).**
- ➤ Review the "other fish" write-ins within the **FW** logbook to make sure it is <u>not</u> a saltwater species.

Complete or fix the logbook data sheet according to the response you get. Make a note that it is based on a phone call (per call), who you spoke to (owner or Luke Jones), date of call (06/01/2014) and initial the data page itself. An example of a note should look like: per call 6/01/14 to Luke Jones, dm. Maintain a phone log. Prepare for data entry.

Making phone calls:

➤ Conduct yourself in a cordial and polite manner, you represent ADF&G but also the logbook program which needs compliance from the industry.

➤ Speak clearly, slowly and loud enough. You can use this script or verbalize your statement in any way you want, but the following information should be included when making contact or leaving a message:

  ○ *"Good morning (afternoon), my name is:_____ with the Alaska Dept. of Fish and Game, Logbook program. I am calling in regards to Logbook #: _____, page #: _____. We seem to have some missing or unclear information in regards to: _____ (describe the problem(s)) that we need to follow up on. Please return my call at: _____ (your phone number, Raili Riviter) and leave a message if I'm not available".*

  ○ Answered call - *"Good morning (afternoon), my name is:_____ with the Alaska Dept. of Fish and Game, Logbook program. I am calling in regards to Logbook #: _____, page #: _____. We seem to have some missing or unclear information in regards to: _____ (describe the problem(s)) that we need to follow up on. Do you have time to clarify these issues?"*

  ○ Always indicate that they have 3 work days to respond.

  ○ Always indicate that if there's no response, their incomplete/erroneous data will be entered into the ADF&G database "as is" without the opportunity to make corrections.

➤ If you have a contentious individual, have him/her speak to me (Bob) or Cindy.

➤ If you are asked a regulation question or any other question for which you don't know the answer, feel free to pass them on to Supervisor or offer to call them back when you've found out the correct answer.

B. The following checks are being conducted on current year SW logbook data pages on a weekly basis (this reflects only those data pages that have been entered):

<u>Trip Information</u>

  ➤ Validate the guide license if filled in and valid.
  ➤ Validate the date is filled in and the current year
  ➤ Validate the port of where trip began and landing entered is on the port site table
  ➤ Check to see if hours are listed a stat area is listed for the appropriate effort
  ➤ Validate the stat area listed is on the appropriate fish area table
  ➤ *If there is harvest check to see that an appropriate stat area is filled in
  ➤ Check to make sure if a stat area is filled out the appropriate hours field is filled in
  ➤ Check to make sure a stat area is filled in (both can't be blank)
  ➤ Check to make sure hours are filled in (both can't be blank)

➢ Check valid but possible incorrect stat areas
  Salmon Stat Area – should be a 6 digit number
  Exception: Kodiak salmon fishing stat area should be 5 digits starting with a 2.
  Bottom Fish Stat Area – always a 6 digit number
➢ Once all edits have been made, return them with the date of completion, initials of who did the follow-up and what was done back to Supervisor on Fridays.
➢ **(FW)** Data Entry will make the corrections on the original log page and rescan.
➢ **(SW)** Corrections will be made by the Research Analyst.

E. How to address these edits:

➢ **Invalid Guide License:** a guide license, as keyed into the logbook, database does not exist or has not been entered into the guide database by Program Tech.

F. What to watch for:

➢ If a logbook data sheet contains only what appears to be crew or comped fishing, or a combination of the two, the log page is to be treated as a trip and entered for both **SW** and **FW**. If there are no paying clients, then it is not a guided trip, but the logbook pages should be entered if we receive them. If you get multiple pages from the same operator that are like this, call them to verify that the anglers are marked correctly.

➢ Review the drop down list for site(s). It should contain ALL **FW** sites (SWHS).

G. Editing Procedures:

➢ <u>Port or Community of off-loading</u>: if it is not on the drop-down list, put it aside for further investigation by OAII.

➢ If one trip required multiple pages (more than 6 clients or multi day), be careful to not enter the extra pages as separate trips. Same day for **FW** only.

➢ If a permanent fishing license includes a P, D, Z or T, make sure ALL the characters are apparent.

➢ If a field is blank and doesn't require follow up, leave it blank.

Filing and review of logbook pages:

➢ **Review incoming SW data pages (OA1)**

➢ **File in Month Fished followed by logbook number order.**

➢ **Scan (in lieu of data entry)**

➢ **File scanned pages in order by date scanned (or batch #?) and then by logbook number order.**

➢ **Verify**

➢ **This is where comments are applied using OA2's notes**

After August 15th - Check with **Supervisor** before decreasing problems you are calling on!

In order to hasten the SW logbook editing and preparations for data entry, the following missing or blank fields will not require a follow-up phone call:

- ➢ Missing Guide License #
- ➢ Missing No. of boat hours fished
- ➢ If only one or two angler license #'s is missing
- ➢ Missing client residency.
- ➢ Missing guide/owner signature.
- ➢ Check valid but possible incorrect stat areas
  Salmon Stat Area – should be a 6 digit number
  Exception: Kodiak salmon fishing stat area should be 5 digits starting with a 2.
  Bottom Fish Stat Area – always a 6 digit number
- ➢ Once all edits have been made, return them with the date of completion, initials of who did the follow-up and what was done back to Dora on Fridays.
- ➢ **(FW)** Data Entry will make the corrections on the original log page and rescan.
- ➢ **(SW)** Corrections will be made by the Research Analyst.

E. How to address these edits:

- ➢ **Invalid Guide License (Program Tech):** a guide license, as keyed into the logbook, database does not exist or has not been entered into the guide database by Cindy.

F. What to watch for:

- ➢ If a logbook data sheet contains only what appears to be crew or comped fishing, or a combination of the two, the log page is to be treated as a trip and entered for both **SW** and **FW**. If there are no paying clients, then it is not a guided trip, but the logbook pages should be entered if we receive them. The operator should be called and instructed not to submit those types of trips. If you get multiple pages from the same operator that are like this, call them to verify that the anglers are marked correctly.
- ➢ Review the drop down list for site(s). It should contain ALL **FW** sites (SWHS).

G. Editing Procedures:

- ➢ <u>Port or Community of off-loading</u>: if it is not on the drop-down list, put it aside for further investigation by OA2.
- ➢ If one trip required multiple pages (more than 6 clients or multi day), be careful to not enter the extra pages as separate trips. Same day for **FW** only.
- ➢ If a permanent fishing license includes a P, D, Z or T, make sure ALL the characters are apparent.
- ➢ If a field is blank and doesn't require follow up, leave it blank.

Filing and review of logbook pages:

> ➢ Review incoming SW data pages (OA1)
>
> ➢ File in Month Fished followed by logbook number order.
>
> ➢ Scan (in lieu of data entry)
>
> ➢ File scanned pages in order by date scanned (or batch #?) and then by logbook number order.
>
> ➢ Verify
>
> ➢ This is where comments are applied using OA2's notes

SW Logbook Notes:

OA1 Procedures

- Person overseeing project
- Date stamp each sheet according to the date postmarked on front of envelope
  - If date stamp is unreadable, reference 'postmarked by' sheet & stamp so that is was mailed on time.
- Sort into numerical order and place in box. (*check for page 1 of 2 when separating logbook #s*)
  - You won't always be able to sort when pages come in, depending on # of pages received.
- Clean pages checking for all pertinent data assuring it is filled in completely. Mark number of anglers in the appropriate box in red ink.
  - *'non-guided' pages are cleaned and processed normally, not VOIDED
- Set aside pages that are missing pertinent information.
- Place cleaned pages in ½ box batches *in numerical order* in another box labeled cleaned and place on the table for scanning/keying.

Pages Not Completed Properly

- Sort incomplete pages according to numerical order.
- Pull up guide license number and owner in search.
- Record business name, owner/guide name & phone # on side of page.
  - Multi pages from same person can be batched with this info
- Call or e-mail owner or guide with the missing information.
  - Be clear about the logbook #, the page #'s, date of trip(s), and the missing information
  - Remind them *politely* that this is a <u>courtesy</u> call and that they are responsible for completing pages correctly.
  - Fill in the missing information if possible and move pages to the cleaned box.
  - If you need to leave a message, remind them that they have 3 days to respond otherwise the page is processed with the missing information and they may/may not get credit for the trips.
  - ENTER ALL PHONE CALLS/EMAILS IN SPREADSHEET LABELED (CURRENT YEAR) CALL LOG